



	Appendix: A PDN: 6012	03 Last Updated: August 20, 2013	Subject: Paramedic Re-Registration Log Book & Information Guide	Page 1 of 15
--	-----------------------	----------------------------------	---	---------------------

Paramedic Re-Registration Log Book & Information Guide

- Re-Registration is due "BIENNIALLY" on the 1st day of the month issued by the Registrar.
- Paramedics are required to send in all applicable re-registration documentation to the Registrar no later than thirty (30) days prior to their re-registration expiry date. If documentation is not received within this time period there is no guarantee that the Paramedics re-registration will be processed before his/her expiry date and the paramedic may risk being registered as "Inactive" until the documentation is reviewed and approved.
- A minimum of " 200" credits is required.
- Any courses, programs, workshops etc. not listed in the information guide must be referred to the Registrar and/or Registration Committee for review and approval.
- All educational components must reinforce, relate and enhance the paramedic's current medical practices.
- A Criminal Records Check Form is a mandatory re-registration requirement to be completed and forwarded to the Registrar every two (2) years. A Paramedic who has been charged, convicted or found to be guilty of a criminal offence within the two (2) year period must report this immediately in writing to the Registrar at the time of the charge/conviction. Disciplinary Action will be taken for those Paramedics who do not report his/her criminal offence (refer to Appendix F for a copy of the Criminal Records Check Form).
- Policy 6012, Paramedic Re-Registration can be found on the EHS Website at www.gov.ns.ca/health/ehs and click on Paramedics.
- The Log Book and/or applicable documentation can be mailed and faxed to the following: Emergency Health Services - Attention: Registrar Suite 160 - 237 Brownlow Avenue Dartmouth, Nova Scotia B3B 2C5

Fax: (902) 424-1781

• For more information please contact the Registrar at (902) 424-2690 OR by e-mail at registrarehs@gov.ns.ca

Appendix: A	PDN: 6012.03	Last Updated: August 20, 2013	Subject: Paramedic Re-Registration Log Book &	Page 2 of 15
			Information Guide	

SECTION	ACTIVITIES /EDUCATIONAL OPTIONS	ASSIGNMENT OF CREDITS
1 Clinical	Patient Contacts: It is the Paramedic's responsibility to submit the current required number of Patient Contacts to the Registrar. The following are approved as patient contacts: 1. Paramedics working ground ambulance (the MIN # is to be provided). Ground ambulance patient contacts refer to calls where paramedics are either the driver or the attendant. Paramedics will be credited as having patient contacts whenever their name and signature appear on a Patient Care Report (PCR) or applicable	
	 documentation. Paramedics working in Triage and Emergency Departments in Hospitals (the chief complaint and hospital unit number is to be provided) Paramedics working on Patient Transfer Units (the chief complaint and hospital unit number is to be provided). Paramedics working off shore (the chief complaint and date is to be provided and must be signed off by a Medical Director). Paramedics working with LifeFlight (the Mission # and Mission 	
	 6. Paramedics who provide ALS backup (the MIN # is to be provided). 7. CCP patient contacts can be obtained in an ICU (the chief complaint and hospital unit number is to be provided). 8. Return to practice patient contacts will only be accepted if signed by an EHS approved Preceptor and submitted on the official "Return to Practice Patient Contact Form," or if signed documentation is provided by the Education/Training Institution. Patient Contacts can be documented in the log book attached (see page 10). 	

Appendix: A	PDN: 6012.03	Last Updated: August 20, 2013	Subject: Paramedic Re-Registration Log Book &	Page 3 of 15
			Information Guide	

SECTION	ACTIVITIES /EDUCATIONAL OPTIONS	ASSIGNMENT OF CREDITS
	Audio tapes	
2	Pod Casts, CD	
	Internet CME	
Self Learning	Magazine Certifications	1 Credit Per Hour
Activities	Questionnaires	1 Cicuit i ci iloui
Activities	Quizzes	16.
	Reading	Minimum of 10 credits
	Self Studies	
	Shadowing a Dispatcher	Maximum of 30 credits
	Videotapes	
	Regional Labs	
	EMD / EMDQ Refresher (re-certification every 2 years)	
	On-line CPR	
	On-line Preceptor Workshop (APA)	
	On-line Journal Articles	
	Regional Labs Medical simulation suites located at 8 EHS ambulance stations and Parkplace. They depict adult, child & infant scenarios meant to cover the EHS Scope-of-Practice. The suite is either run at the site or can be mobile. Case Studies Case Studies Case studies are to be completed on a Case Study Form (see appendix E), and are preferably calls paramedics attended. Case Studies can no longer be used in lieu of Morbidity and Mortality (M&M) Sessions. Definition of Self Learning Activities: These are activities that the Paramedics use to address educational needs or gaps in knowledge or skills relevant to their professional practice. Documentation: Note the intent of this particular section is not to photocopy everything you read/watch; references can be used and if audited the Paramedic will be able to obtain the document, video etc. The intent of documentation is to provide a verifiable and accurate reference of academic quality – similar to how you referenced materials for formal academic submissions at paramedic school. This will enable the regulating body to track, verify and approve the material as being true and relevant to your practice. Examples of format may include: Web Materials Author. (Date published if available; n.d-no date- if not). Title	Case Studies earn 1 credit per hour of preparation
	of Article. Title of Website. Retrieved date. From URL) o Include web address and date time accessed. o NAEMSP (Nov 20 2007). Emergency Medical Dispatch. www.naemsp.org. Retrieved August 13 2013. http://www.naemsp.org/Documents/POSITION%20Emergenc y%20Medical%20Dispatch-PEC.pdf • Journal Publication o Author (last name, first initial). Title, Journal Title Year. Volume #. Issue #, page Number o Walter J. Clinical presentation of pts with acute cervical spine injury. Annals of Emergency Medicine 1984; 13(7): 512-515. • Chapter in Book Publication (APA Format) o Author, A. (Year Publication). Title of Chapter. In A. Editor (Editors, Eds), Title of Book (pages of chapter). Location:	
	Publisher. Ornato J. (2000). Chapter 7: Sudden Cardiac Death. In J Tintinalli (Eds), Emergency Medicine: A Comprehensive Study Guide (pages 39-44). New York, McGraw HillPhotocopy or digital PDF of front page of article read (journal, book etc.)	

Appendix: A	PDN: 6012.03	Last Updated: August 20, 2013	Subject: Paramedic Re-Registration Log Book &	Page 4 of 15	l
			Information Guide		l

SECTION	ACTIVITIES /EDUCATIONAL OPTIONS	ASSIGNMENT OF CREDITS
3		
	Conferences	
Group	Hospital Rounds	2 Credits Per Hour
Learning	Journal Clubs	
Activities	Presentations Taken	Minimum of 12 credits
	Self Assessment Programs	, and the second
	Symposiums	No Maximum credits
	Talks / Lectures Taken	
	Tele-Health Conferences	
	Training & Mandatory Training	
	Workshops	
	Shadowing a Physician	
	Death Notification	
	Hfx Infirmary Emerg Dept/Exposure Experience	
	(must be pre-approved)	
	Reg Hospital Emergency Dept/Exposure Experience	
	(must be pre-approved) Round Table Discussions (with no FTP/MOP present)	
	P.A.R.T.Y Program	
	(Prevent Alcohol & Risk Related Trauma in Youth)	
	Course on "Instructional Techniques"	
	(This course can be taken at the Canadian Red Cross, Life Saving Society and St. John's Ambulance)	
	Definition of Group Learning Activities: Working together to accomplish shared goals, within cooperative situations. Individuals seek outcomes that are beneficial to themselves and beneficial to all other group members with the intent to maximize their own and each other's learning. Group Learning Activities must be relevant to the paramedic's scope of practice, professional role and responsibilities.	
	Course Approval: Courses that have not been reviewed must be referred to the Registrar &/or Registration Committee for approval. Group Learning Activities can be documented in the log book attached or see Appendix F for a copy of the Continuing Education Unit Form.	

Appendix: A	PDN: 6012.03	Last Updated: August 20, 2013	Subject: Paramedic Re-Registration Log Book &	Page 5 of 15
			Information Guide	

SECTION	ACTIVITIES /EDUCATIONAL OPTIONS	ASSIGNMENT OF CREDITS
4	Mandatory requirements (1)	2 Credits Per Hour
Certifications		Minimum of 8 credits
	(1) Current BLS (c) provider or instructor card	No maximum
	Formal Courses (provider or instructor): ACLS, BTLS, EMD, EMDQ, NRP, PedALS, PHTLS	16 hours / 32 credits
	Refresher / Recert Courses (provider or instructor): ACLS, BTLS, NRP, PedALS, PHTLS	8 hours / 16 credits
	BLS-C/CPR(C) Formal Course (provider or instructor):	8 hours / 16 credits
	BLS-C/CPR(C) Refresher / Recertification Course (provider or instructor):	4 hours / 8 credits
	Community Paramedicine Course or Recertification	8 hours / 16 credits
	Re-certifications: BLS/CPR provider or instructor - re-certified every year ACLS - re-certified every 2 years BTLS - re-certified every 3 years NRP - re-certified every 2 years PedALS - re-certified every 2 years PHTLS - re-certified every 3 years CTAS (Canadian Triage & Acute Scale) Preceptor Program/Workshop (EHS Approved) Approved Course Providers: Canadian Red Cross / Heart & Stroke Foundation / St. John's Ambulance / National Academy of Emergency Medical Dispatchers/ Emergency Care & Safety Institute (used to be National Safety Council/Lifesaving Society.	8 hours / 16 credits 8 hours / 16 credits

Appendix: A	PDN: 6012.03	Last Updated: August 20, 2013	Subject: Paramedic Re-Registration Log Book &	Page 6 of 15
			Information Guide	

SECTION	ACTIVITIES /EDUCATIONAL OPTIONS	ASSIGNMENT
		OF CREDITS
5	Mandatory Requirements (2):	Minimum of 32 credits
Interactive Learning Activities	1. Paramedic Competency Evaluation (Megacode) All registered Paramedics must complete a minimum of two (2) successful Paramedic Competency Evaluations per re-registration period.	No Maximum credits
	Definition of Paramedic Competency Evaluation: A session involving the assessment & management of a patient - including skills according to paramedic registration level (may be simulated). Assessment to be documented on the approved Paramedic Competency Evaluation Form, by a Field Training Paramedic, physician or his/her designate. Refer to Appendix C for a copy of the Paramedic Competency Evaluation form.	Paramedic Competency Evaluations are 4 Credits each
	2. M&M's All registered Paramedics must complete a minimum of four (4) M&M's per re-registration period.	
	Definition of M&M: Morbidity and Mortality are educational sessions chaired by a FTP, a physician or his/her designate. They center around actual cases and preferably each case is presented by the paramedic(s) involved. All patient identifiers must be removed from the presentation. M&M's can documented in the log book attached or Refer to Appendix D for a copy of the M&M form	M&M's are 6 Credits each
	Mock Disasters Table Top Mock Disasters OR Airway Management Session Return to Practice (this section applies to EMC, Q&L)	
	Simulation Session: Structured learning activities involving a simulator and an instructor with specific learning criteria.	
	Objectively Structured Clinical Evaluations (OSCE): Involves interactions of the paramedics with a live simulated patient or a simulator and a structured evaluation of the interaction.	
	Definition of Interactive Learning Activities: Structured learning activities planned and developed individually or in collaboration with other members of a group or community to address a question, issue or need, relevant to professional practice.	
	Interactive Learning Activities can be documented in the Log Book attached	

Appendix: A	PDN: 6012.03	Last Updated: August 20, 2013	Subject: Paramedic Re-Registration Log Book &	Page 7 of 15
			Information Guide	

SECTION	ACTIVITIES /EDUCATIONAL OPTIONS	ASSIGNMENT OF CREDITS
6		
Professional Development	Teaching/Instructing Courses (such as ACLS or CPR) Instructors (from Paramedic Education Programs)	2 Credits Per Hour
"Teaching	Talks/Lectures Given Presentations Given	No Minimum credits
Research & Committee Work"	Lab Facilitators (from Paramedic Education Programs) Paramedics Assisting in OSCE's Scenario Testing Research / Studies Committee Work (must be related to pre-hospital paramedic practice)	No Maximum credits
	Preceptor (Credits for preceptoring are accepted only if an EHS Approved Preceptor program/workshop has been successfully completed & documented)	
	Definition of Professional Development: To improve and revise current knowledge and practice through involvement in Committee Work, Research and teaching.	
	See appendix B, for the Professional Development Log Book or see Appendix F for a blank copy of the CEU Form available where applicable.	

PARAMEDIC RE-REGISTRATION LOG BOOK

Re-Registration is due "BIENNIALLY on the 1st day of the month issued by the Registrar.

A minimum of "200" credits are required

Requirements can be updated using the following methods:

- **Send Log Book & Applicable Documentation by mail to: Emergency Health Services - Attention: Registrar** Suite 160 – 237 Brownlow Avenue Dartmouth, Nova Scotia B3B 2C5
- Send Log Book & Applicable Documentation by fax to: **Emergency Health Services - Attention: Registrar** (902) 424-1781

For more information please contact the Registrar at: Phone at (902) 424-2690 OR by e-mail at registrarehs@gov.ns.ca.

Appendix: A	PDN: 6012.03	Last Updated: August 20, 2013	Subject: Paramedic Re-Registration Log Book &	Information Guide	Page 9 of 15	ı
Appendix. A	1 D14. 0012.03	Last Opdated. August 20, 2015	Subject. I arametic Re-Registration Log Dook &	information Guide	1 agc / 01 13	

Re-Registration Requirements Dashboard "Minimum of 200 Credits required"					
SECTION	REQUIREMENTS				
CLINICAL	Minimum required = 20 contacts Maximum = 40 contacts				
SELF LEARNING	Minimum required = 10 credits Maximum = 30 credits (1 credit per hour)				
GROUP LEARNING	Minimum required = 12 credits No Maximum (2 credits per hour)				
CERTIFICATIONS	Minimum required = 4 credits No Maximum (2 credits per hour) Mandatory Requirement: Current BLS C provider or instructor				
INTERACTIVE LEARNING ACTIVITIES	Minimum required = 32 credits No Maximum (2 credits per hour) Mandatory Requirements: 4 M&M's & 2 Successful Scenario Management Evaluations				
PROFESSIONAL DEVELOPMENT	No minimum credits No Maximum credits (2 credits per hour)				

	DDN (012.02	T . II 1 . 1 . 4		T.C C 1	D 10 6 15	ı
Appendix: A	PDN: 6012.03	Last Updated: August 20, 2013	Subject: Paramedic Re-Registration Log Book &	Information Guide	Page 10 of 15	

Name:	Name:			ID #: Date of Submission:						
SECTIO	N		Please ensure you pro	sure you provide the appropriate information for your patient contacts such as:						
1 CLINICAL 3. QEII [Triag			QEII [Triage, ED, PT	1. Ground Ambulance - Date, MIN number 2. LifeFlight - Date, Mission number ge, ED, PTU & (CCP's - ICU)] - Date, Hospital Unit number & Chief Com Offshore - Date, Chief Complaint & Signed off by Medical Director				mplaint		
1 Credit per patient contact		Date	Patient Identification #	Chief Complaint / Diagnosis (if applicable)		Date	Patient Identification #	Chief Complaint / Diagnosis		
	1.				11.					
Minimum	2.				12.					
of 20 Patient	3.				13.					
Contacts Required	4.				14.					
Required	5.				15.					
Maximum	6.				16.					
of 40	7.				17.					
Patient Contacts	8.				18.					
	9.				19.					
	10.				20.					

Appendix: A	PDN: 6012.03	Last Updated: August 20, 2013	Subject: Paramedic Re-Registration Log Book &	Information Guide	Page 11 of 15	ı

Name:		ID #:	Date of Su	bmission:	
SECTION 2 SELF LEARNING ACTIVITIES	TOPIC	DATE DD/MM/YY	NUMBER OF HOURS	NUMBER OF CREDITS	DOCUMENTATION √
1 Credit Per Hour Minimum of 10 Credits Maximum of 30 Credits					
	Total Number	er of Credits Obtained Fo	r Self Learnii	ng Activities:	

Appendix: A	PDN: 6012.03	Last Updated: August 20, 2013	Subject: Paramedic Re-Registration Log Book &	Information Guide	Page 12 of 15

Name:		ID #:			Date of Submission:	Date of Submission:	
SECTION 3 Group Learning Activities	TOPIC	DATE DD/MM/Y Y	NUMBE R OF HOURS	NUMBER OF CREDITS	SIGN OFF from Presenter / Instructor Please print & sign name& include title	DOCUMENTATION	
2 Credits Per Hour Minimum of 12 credits					Printed Name: Signature: Title: Printed Name: Signature: Title:		
No Maximum credits					Printed Name: Signature: Title:		
					Printed Name: Signature: Title:		
					Printed Name: Signature: Title:		
		Total Numb	per of Credi	its Obtained	d For Group Learning Activiti	ies:	

Appendix: A	PDN: 6012.03	Last Updated: August 20, 2013	Subject: Paramedic Re-Registration Log Book &	Information Guide	Page 13 of 15

Name:		ID #:			Date of Submission:	
SECTION 4 Certifications	TOPIC	DATE DD/MM/Y Y	NUMBE R OF HOURS	NUMBER OF CREDITS	SIGN OFF from Presenter / Instructor Please print & sign name& include title	DOCUMENTATION √
2 Credits Per Hour					Printed Name: Signature: Title:	
Minimum of 8 credits					Printed Name: Signature: Title:	
No Maximum					Printed Name: Signature: Title:	
					Printed Name: Signature: Title:	
					Printed Name: Signature: Title:	
			Total Nun	nber of Cre	dits Obtained For Certifications:	

Appendix: A	PDN: 6012.03	Last Updated: August 20, 2013	Subject: Paramedic Re-Registration Log Book &	Information Guide	Page 14 of 15	

Name:		ID #:				Date of Submission:		
SECTION 5 Interactive Learning Activities	TOPIC	DATE DD/MM/YY	NUMBER OF HOURS	NUMBER OF CREDITS	I	SIGN OFF from Presenter / Instructor Please print & sign name& include title	DOCUMENTATION √	
2 Credits Per Hour					Printed Signat Title:	d Name: ure:		
Minimum of 32 credits					Printed Signat Title:	d Name: ure:		
No Maximum credits					Printed Signat Title:	d Name: ure:		
A minimum of two (2) successful Paramedic Competency Evaluations are					Printed Signat Title:	d Name: ure:		
required per re- registration period Earn 4 Credits each					Printed Signat Title:	d Name: ure:		
A minimum of four (4) M&M's are required per re- registration period Earn 6 Credits each								
Total Number of Credits Obtained For Interactive Learning Activities:								

Appendix: A	PDN: 6012.03	Last Updated: August 20, 2013	Subject: Paramedic Re-Registration Log Book &	Information Guide	Page 15 of 15

Name:		ID #:				Date of Submission:	
SECTION 6 Professional Development	ТОРІС	DATE DD/MM/YY	NUMBER OF HOURS	NUMBER OF CREDITS		SIGN OFF from Presenter / Instructor lease print & sign name& include title	DOCUMENTATION √
"Teaching, Research & Committee Work"							
2 Credits Per Hour					Printed Signatur Title:		
No Minimum Credits					Printed Signatur Title:		
No Maximum Credits					Printed Signatur Title:		
					Printed Signatur Title:		
					Printed Signatur Title:		
		Total Num	ber of Cred	dits Obtaine	ed For P	Professional Development	: