



College of Paramedicine
PRINCE EDWARD ISLAND

Continuing Education and Competency Program

Self-Assessment Tool and Record of Professional Development and Learning Activities

College of Paramedicine of Prince Edward Island
www.cppei.ca

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About the Continuing Education and Competency Program (CEC)

The CEC program is required for each health professions that have been regulated under the Regulated Health Professions Act (RHPA). Registrants of CPPEI have to declare their participation in the CEC annually as a requirement of registration renewal. Participation includes a self-assessment of one's competency, developing and implementing a professional learning plan, and reflectively evaluating the learning plan upon completion. Every year a percentage of the College registrants in Prince Edward Island will be randomly selected to participate in the CEC Audit process. Those selected in the audit are required to submit their annual learning plan (from the previous year) to the College to have it evaluated for completeness.

About the Self-Assessment Component of CEC

The goal of the annual self-assessment is to encourage you to think about, or reflect, on your practice in the context of the [Standards of Practice](#) and [Code of Ethics](#). There are no wrong or right answers, but your answers do mean something. For instance, if you self-select a low score to one of the indicators, consider building your learning plan so you can increase your score over time. You are encouraged to complete a self-assessment annually – generally just before you renew your registration – as part of the CEC for the following year. This tool can be used for 5-years' worth of self-assessments so you can look back over the years to monitor your own progress. **NOTE:** Keep your self-assessment tool in your personal files at home. You **ARE NOT** required to send it to the College as part of the CEC Audit Process.

Instructions for Completing the Self-Assessment Tool

The self-assessment tool is structured around each individual professions Standards of Practice and the Colleges Code of Ethics documents. Read each indicator and rate your individual competency by identifying indicators that require improvement:

A rating of 1-2 suggests an area for improvement

A rating of 3-4 suggests an area of strength

Record of Professional Development and Learning Activities

At the back of this document, you will find several pages where you can keep track of your Professional Development and Learning Activities. It is important to remember not all learning activities are formal and professional activities while others are informal learning activities (e.g., committee or Council member work).

Area 1: Professional Responsibilities

	Indicators	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
1.1	Function as a professional.					
1.2	Participate in continuing education and professional development.					
1.3	Possess an understanding of the medicolegal aspects of the profession.					
1.4	Recognize and comply with relevant provincial and federal legislation.					
1.5	Function effectively in a team environment.					
1.6	Make decisions effectively.					
1.7	Manage scenes with actual and potential forensic implications.					

Areas for professional development in this area:

Area 2: Communication

	Indicators	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
2.1	Practice effective oral communication skills.					
2.2	Practice effective written communication skills.					
2.3	Practice effective non-verbal communication skills.					
2.4	Practice effective interpersonal relations.					

Areas for professional development in this standard:

Area 3: Health & Safety

	Indicators	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
3.1	Maintain good physical and mental health.					
3.2	Practice safe lifting and moving techniques.					
3.3	Create and maintain a safe work environment.					

Areas for professional development in this standard:

Area 4: Assessment and Diagnostics

	Indicators	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
4.1	Conduct triage in a multiple-patient incident.					
4.2	Obtain patient history.					
4.3	Conduct complete physical assessment demonstrating appropriate use of inspection, palpation, percussion and auscultation.					
4.4	Assess vital signs.					
4.5	Utilize diagnostic tests.					

Areas for professional development in this standard:

Area 5: Therapeutics

	Indicators	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
5.1	Maintain patency of upper airway and trachea.					
5.2	Prepare oxygen delivery devices.					
5.3	Deliver oxygen and administer manual ventilation.					
5.4	Utilize ventilation equipment.					
5.5	Implement measures to maintain hemodynamic stability.					
5.6	Provide basic care for soft tissue injuries.					
5.7	Immobilize actual and suspected fractures.					
5.8	Administer medications.					

Areas for professional development in this standard:

Area 6: Integration

	Indicators	Year 20____ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
6.1	Utilize differential diagnosis skills, decision-making skills and psychomotor skills in providing care to patients.					
6.2	Provide care to meet the needs of unique patient groups.					
6.3	Conduct ongoing assessments and provide care.					

Areas for professional development in this standard:

Area 7: Transportation

	Indicators	Year 20____ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
7.1	Prepare ambulance for service.					
7.2	Drive ambulance or emergency response vehicle.					
7.3	Transfer patient to air ambulance.					
7.4	Transport patient in air ambulance.					

Areas for professional development in this standard:

Area 8: Health Promotion and Public Safety

	Indicators	Year 20____ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
8.1	Integrate professional practice into community care.					
8.2	Contribute to public safety through collaboration with other emergency response					

Areas for professional development in this standard: