

Supplementary File 5 – Mapping of six-step model and CSA Group processes
Representing Contemporary Paramedic Practice in Canada: Development of the National
Competency Framework for Paramedics.

Step	Six-step model key processes	CSA Group stages and key processes	Key project management steps and considerations
Step 1	<p>Identify purpose, scope, detail and timeline</p> <p>How will framework be used</p> <p>Identify intended and unintended uses of framework</p> <p>Clarity on scope (boundaries)</p> <p>Determine level of detail – how prescriptive does it need to be?</p>	<p>1. Preliminary Stage: On receipt of a request for the development of a standard an evaluation is conducted and the project is submitted for authorization.</p> <p>2. Proposal Stage: Public notice of intent to proceed is published and a technical committee is formed - or the project is assigned to an existing technical committee</p> <p>4. Committee Stage: The technical committee or technical subcommittee, facilitated by CSA Group staff, develops the draft through an interactive process that typically involves a number of committee meetings</p>	<p>Identify existing resources via literature review and standards research</p> <p>Establish Project Advisory committee (Steering Group), recruit development team</p> <p>Post Notice of Intent to create standard</p> <p>Develop project charter</p> <p>Develop project schedule</p> <p>Call for participants and establishment of Technical Committee (balanced matrix)</p> <p>Assign project to Committee</p> <p>Technical committee member orientation</p> <p>Environmental scan to inform committee members and provide background</p> <p>Begin development of seed document (working drafts)</p>
Step 2	<p>Identify features of practice via theoretically informed means</p> <p>Review existing guidance and descriptions of practice</p> <p>Consult with experts</p>	<p>3. Preparatory Stage: A working draft is prepared and a project schedule is Established.</p> <p>4. Committee Stage continued</p>	<p>Continue development of seed document (working drafts)</p> <p>Technical committee meetings to review and revise seed document into draft standard</p> <p>Meetings of Project Advisory Committee</p>

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	Involve those who will be impacted by framework (patients, providers, regulators, educators)		
Step 3	<p>Determine fit for purpose methods to explore and analyse data</p> <p>Explore practice using appropriate mixed and/or multiple methods</p> <p>Seek alignment with scope and purpose</p> <p>Analyse data on practice</p> <p>Use Steering Group to lead the development</p>		<p>Continue development of seed document (working drafts)</p> <p>Technical committee meetings to review and revise seed document into draft standard</p> <p>Project Manager is responsible for managing project in collaboration with Project Advisory Committee</p> <p>Additional consultation with stakeholders can be undertaken at key milestone points in the development of the standard</p>
Step 4	<p>Translate data to competency framework</p> <p>Translate collected data into broad or specific competencies (outputs)</p> <p>Ensure they are evidence informed (rationales, ranked sources, quality of data)</p> <p>Validate competency framework through construction of an</p>	<p>4. Committee Stage continued</p> <p>5. Enquiry Stage: The draft is offered to the public for review and comment, the technical committee reaches consensus, CSA Group staff conduct a quality review and a pre-approval edit is completed.</p>	<p>Continue development of seed document (working drafts)</p> <p>Technical committee meetings to review and revise seed document (working drafts)</p> <p>Committee drafting work – peer reviews and stakeholder consultations as required to reach consensus on draft</p> <p>Finalise draft for Public Review – issue for comment for minimum of 60 days. In addition to the formal Public Review process, additional stakeholder consultation can be undertaken to raise awareness of the</p>

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	<p>appropriate validity argument</p> <p>Provide draft and revise based on feedback.</p>		<p>draft and solicit comments using the CSA Communities website and other social media channels.</p> <p>Disposition of comments by TC at close of Public Review period.</p> <p>TC reaches consensus</p> <p>Pre-approval edit (by CSA editors)</p>
Step 5	<p>Report on processes and outcomes</p> <p>Report on the development process and the final output</p> <p>Use CONFERD-HP reporting guideline and method-specific reporting guidelines as applicable</p>	<p>6. Approval Stage: The technical committee approves the technical content by letter ballot or recorded vote. A second level review verifies that standards development procedures were followed.</p> <p>7. Publication Stage: CSA Group staff conduct a final edit to verify conformity with the applicable editorial and procedural requirements and then publishes and disseminates the standard.</p>	<p>Technical content approval – TC ballot (revisions to document if required)</p> <p>Procedural approval by CSA Quality Dept.</p> <p>Final edit of document to ensure it meets CSA editorial guidelines</p> <p>Publication and Dissemination</p> <p>Reporting to funders and stakeholders (as required)</p> <p>Work with CSA sales and marketing to promote dissemination</p>
Step 6	<p>Evaluate, update and maintain Framework</p> <p>Must be a continuous process</p> <p>Create evaluation plan</p> <p>Consider use of rapid cycle program evaluation (QIP)</p>	<p>8. Maintenance Stage: The standard is maintained with the objective of keeping it up to date and technically valid.</p> <p>This may include the publication of amendments, the interpretation of a standard or clause, and the systematic (five-year) review of all standards</p> <p>CSA is responsible for maintenance and</p>	<p>Minimum 5 year review</p> <p>Ongoing collection of feedback from users, stakeholders</p> <p>Technical Committee remains in place in maintenance mode</p> <p>Revisions to document ongoing as needed</p>

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Table S5. Mapping of six-step model and CSA Group standard development process