

<b>Policy:</b>	Academic Certification – Primary or Advanced Care Paramedic	
<b>Owner of Policy:</b>	Regional Medical Director, Regional Program Manager	
<b>Department/Program:</b>	Southwest Ontario Regional Base Hospital Program	
<b>Approval By:</b>	Director, Emergency Services & Base Hospital	<b>Approval Date:</b> January 2016

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## POLICY

This policy details the procedures for providing Southwest Ontario [Regional Base Hospital Program](#) (SWORBHP) [Medical Director authorization](#) to perform [controlled acts](#) as a Primary Care Paramedic (PCP) Student or as an Advanced Care [Paramedic](#) (ACP) Student as per [Ontario Regulation 257/00, Part III, s. 8. \(2\)\(c\), and Part VI, s. 14 \(2\)](#). These procedures specify the requirements for the Paramedic Service, the Paramedic Student, the [College](#) and SWORBHP. Failure to comply with all aspects of this policy may result in the denial of [authorization](#) to perform [controlled acts](#) at the discretion of the [Medical Director](#).

This policy allows Ontario Paramedic Students from [Colleges](#) both affiliated (through a signed Service Agreement) and not affiliated with SWORBHP, the opportunity to practice advanced medical procedures (including [controlled acts](#)) in a supervised setting, allowing them to gain experience in performing these acts in a protected clinical environment. The objective is to facilitate the community college with educating/training Paramedic Students by exposing them to Provincial medical directives, and familiarity in performing advanced medical procedures (including [controlled acts](#)).

A [College](#) in Ontario affiliated with SWORBHP through a signed Service Agreement will share accountability with SWORBHP for developing curriculum and delivering [certification](#) training. In addition, training aimed at remediating variance or promoting change in practice will be delivered by SWORBHP or the [College](#) as agreed upon by both parties.

## PROCEDURE

1. The [College](#) will notify SWORBHP at the earliest opportunity to confirm any new Paramedic Students requiring [certification](#), and the earliest date they will be available for SWORBHP [certification](#) (at least two weeks advanced notice is requested).
2. The [College](#) will provide written confirmation that the Paramedic Student meets all qualifications for final preceptorship.
3. The [College](#) (or Paramedic Service for Paramedic Students from non-affiliated [Colleges](#)) and SWORBHP will determine a mutually agreeable schedule for Paramedic Student [certification](#).
4. The [College](#) will provide e-mail address(es) of [College](#) contacts/supervisors who they designate to be copied on all communication from SWORBHP to the Paramedic Students.
5. The [College](#) will ensure that each Paramedic Student will give permission to the [College](#) to provide SWORBHP with a current e-mail address and student number (or unique identifier to be used by the Paramedic Service) prior to field placement.
6. The [College](#) will notify SWORBHP within one business day of any changes to the Paramedic Student's academic enrollment or Paramedic Student's status that may affect his/her [certification](#).

7. SWORBHP will notify the Paramedic Student, [College](#) and Paramedic Service within one business day of any changes to the Paramedic Student's [certification](#) to perform [controlled acts](#) arising from the training, [remediation](#) training or Call Review process.
8. If indicated, SWORBHP will provide any required pre-course materials to the Paramedic Student /[College](#) once the training is confirmed. Materials may be in electronic or hard-copy format as determined by SWORBHP. Successful completion of all pre-course evaluations is required prior to attending any SWORBHP training/testing.
9. **If training is indicated**, SWORBHP [certification](#) for a Paramedic Student will include:
  - PCP or ACP core medical directives
  - Introduction to SWORBHP policies applicable to the Paramedic Student (certification, deactivation, audit process), and an overview of the SWORBHP
  - Applicable auxiliary medical directives
  - [Certification](#) fees may be applied to either the [College](#) or the Paramedic Student as determined by SWORBHP
10. ACP Students will be evaluated by the [Medical Director](#) and a recommendation for academic [certification](#) will be made.
11. SWORBHP will notify the [College](#)/Paramedic Service of the results upon completion of the training and testing. Successful completion will result in [authorization](#) from the SWORBHP [Medical Director](#) to perform the specified advanced medical procedures (including [controlled acts](#)) while under the direct supervision of an approved preceptor. Unsuccessful completion will result in the development of a [remediation](#) learning plan that will be developed by the [College](#) and approved by SWORBHP prior to its implementation.
12. The academic [certification](#) will expire at the end of the preceptorship (normally four months).
13. **For all Paramedic Students in preceptorship**
  - Where a variance from [Advanced Life Support Patient Care Standards \(ALS PCS\)](#) has been identified through the ACR audit process, complaints or self-reports, it will be reviewed by the [Medical Director](#) according to the Academic Certification - Quality Assurance and Investigation Policy.
  - The [Medical Director](#), at his/her discretion, will meet with the Paramedic Student and Program Coordinator to provide investigation outcomes. In the event that the Paramedic Student's [certification](#) is revoked, the preceptorship period may be adjusted by [Medical Director](#).
  - The ACP Student will complete preceptor shifts with a preceptor ACP who is responsible for performing any required Schedule 3 Acts he/she is certified to perform. In the event that a Schedule 3 Act is performed, the preceptor ACP will be required to retain direct care of the patient until arrival at hospital. The ACP Student **WILL NOT** perform any Schedule 3 Acts. The ACP Student will be accompanied by the ACP preceptor in the back of an ambulance at all times.
14. Where a certified Paramedic Student gains employment within the SWORBHP area within one year of his/her Academic [Certification](#) expiration date, but has been absent from clinical activity for ninety (90) days or greater, he/she will be required to attend training/education as outlined in the Absence from Clinical Activity policy.

### **For SWORBHP Affiliated College Programs**

1. The College and SWORBHP will collaborate on developing and reviewing training programs in support of [certification](#) to perform [controlled acts](#).
2. The [Medical Director](#) will approve all training curricula related to training programs for [controlled acts](#).
3. SWORBHP staff will monitor/observe initial [certification](#) education delivered by College staff to ensure compliance with the [ALS PCS](#). College staff may attend a "train-the-trainer session" or other approved method of training to facilitate program delivery.
4. The College will provide SWORBHP with a list of candidates who have successfully advanced and who are seeking entry to preceptorship along with names of their ACP preceptors. Arrangement of shifts and mentors

is the responsibility of the Paramedic Service/College. SWORBHP is responsible for medical directive quality assurance and [certification](#).

5. The [Medical Director](#) (or delegate) may evaluate each candidate for academic [certification](#) and approve [authorization](#) to perform [controlled acts](#).

## DEFINITIONS

### **Authorization**

Means written approval to perform Controlled Acts and other advanced medical procedures requiring medical oversight of a Medical Director.

### **Certification**

Means the process by which Paramedics receive Authorization from a Medical Director to perform Controlled Acts and other advanced medical procedures in accordance with the ALS PCS.

### **College**

An educational institution approved by the Director, Emergency Health Services Branch, Ministry of Health for the purpose of Ontario Regulation 257/00, s. 7 (3)(a), or s. 7 (4)(a).

### **Controlled Act**

Means a Controlled Act as set out in subsection 27(2) of the Regulated Health Professions Act, 1991.

### **Medical Director**

Means a physician designated by a RBH as the Medical Director of the RBHP.

### **Paramedic**

Means a paramedic as defined in subsection 1(1) of the Ambulance Act, and for purposes of this Standard a reference to the term includes a person who is seeking Certification as a Paramedic, where applicable.

### **Remediation**

Means a customized plan by the RBHP to address a Patient Care Concern or to address any concerns identified during Certification, including a failure to meet a requirement for the maintenance of Certification.

### **Regional Base Hospital (RBH)**

Means a base hospital as defined in subsection 1(1) of the Ambulance Act, and provides an RBHP pursuant to an agreement entered into with the MOHLTC.

### **Regional Base Hospital Program (RBHP)**

Means a base hospital program as defined in subsection 1(1) of the Ambulance Act.

## REFERENCES

[Advanced Life Support Patient Care Standards Version 4.5](#)

Emergency Health Services Branch Ministry of Health and Long Term Care, May 1, 2018

[Ontario Regulation \(O.Reg.\) 257/00](#)

[SWORBHP Academic Certification - Quality Assurance and Investigation Procedure](#)