

<b>Procedure:</b>	Consolidation	
<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> June 2018

<b>Original Effective Date:</b> June 2018	<b>Last Review Date:</b> June 2019	<b>Last Revised Date:</b> June 2019
	<b>Reviewed Date(s):</b> June 2018	<b>Revised Date(s):</b> June 2018

## PURPOSE

[Consolidation](#) provides the opportunity for the [Paramedic](#) to integrate all components of assessment, treatment plans, critical thinking, skills, mentorship and confidence while providing a support mechanism as they transition to independent practice in the clinical setting. After successful completion of the [consolidation](#) period, the [Paramedic](#) may practice independently at the qualified level of their [certification](#) and [authorization](#).

## POLICY

The Ministry of Health and Long Term Care (MOHLTC) Emergency Health Regulatory and Accountability Branch (EHRAB) publishes the Advanced Life Support Patient Care Standards (ALS PCS) with amendments from time to time. The Certification Standard is Appendix 6 of the ALS PCS and outlines definitions, processes and requirements of parties involved in the [certification](#) and [authorization](#) of Ontario [Paramedics](#). The ALS PCS Appendix 6 will serve as the policy as it relates to [Consolidation](#).

The [Medical Director](#) shall require [consolidation](#) on all new [certifications](#). The [Medical Director](#) may require [consolidation](#) with respect to a [Paramedic's certification](#) where the [Paramedic](#) is returning to practice, a [patient care concern](#) has been identified in respect of the [Paramedic](#), or as identified in the [Paramedic's](#) customized plan for [remediation](#). [Consolidation](#) provides for the opportunity to acquire more skills and confidence while ensuring that a support mechanism is in place for the [Paramedic](#).

## PROCEDURE

1. The [Medical Director](#) shall determine the requirements for the [consolidation](#), which includes the presence of another [Paramedic](#), the level of qualification of that other [Paramedic](#), and the restrictions of the [Paramedic's](#) practice in relation to the presence of that other [Paramedic](#). The [Medical Director](#), in consultation with the [Employer](#), shall determine the duration for the [consolidation](#). For newly [certified](#) and [authorized Paramedics](#), including [Paramedics](#) employed on a part time or casual basis, the minimum number of hours for [consolidation](#) shall be a minimum of 36 hours for a Primary Care [Paramedic](#) (PCP) and a minimum of 168 hours for an Advanced Care [Paramedic](#) (ACP). The maximum time allowed for a [Paramedic](#) to complete [consolidation](#), without a specified exemption from the [Medical Director](#), is ninety (90) days following the [certification](#) event. Where the [consolidation](#) is related to a Patient Care Concern that has been identified, or as part of a customized [remediation](#) plan, the number of hours for [consolidation](#) shall be determined by the [Medical Director](#) and will be completed as soon as possible. The [consolidation](#) period should not exceed ninety (90) consecutive days. Factors to consider in these situations may include the length of time away from active clinical patient care practice, the level of [certification](#) and [authorization](#) of the [Paramedic](#), or the gravity of the incident that may have been under review where a [patient care concern](#) has been identified.
2. The [Medical Director](#) shall provide notice of [consolidation](#) and the requirements thereof in writing to the [Paramedic](#) and [Employer](#) within two (2) [business days](#). Any changes to the [consolidation](#) by the [Medical Director](#) shall be communicated to the [Paramedic](#) and [Employer](#) immediately and any changes to the requirements thereof shall be provided in writing as soon as possible.
3. [Paramedics](#) in [consolidation](#) may practice to the level of their [certification](#) and [authorization](#) only when they are partnered with a [Paramedic](#) of the same or higher level of [certification](#) and [authorization](#) whom also has

a minimum of six (6) months of full-time equivalent experience. The partner of the [Paramedic](#) in [consolidation](#) must be fully [certified](#) and [authorized](#) and in good standing with SWORBHP, and cannot have any clinical care concerns under ongoing investigation. The partner's role is to ensure appropriate patient care by providing support to the [Paramedic](#) in [consolidation](#) for the duration of the patient contact. In any rare or unforeseen event, e.g., an MCI, where the [Paramedic](#) in [consolidation](#) is separated from their partner and is required to attend to a patient, the [Paramedic](#) in [consolidation](#) may practice to the level of his/her [certification](#) and [authorization](#). Following the completion of the call, the [Paramedic](#) in [consolidation](#) must immediately notify SWORBHP, through the self-report process, and provide details of the circumstances surrounding this event and the management of the patient in this situation.

4. Extensions to [consolidation](#) will be granted at the sole discretion of the [Medical Director](#), taking into consideration events such as but not limited to: vacation, injury, absences from work, identified clinical care concern(s). Extensions to [consolidation](#) are exceptions, and not an inherent right. In situations where an extension to [consolidation](#) has been granted, the [Paramedic](#) and the [Employer](#) will be notified in writing by the [Medical Director](#) within two (2) [business days](#) of this decision. Notification will include acceptance of the request for the extension and the length of time for this extension. If at any time the [Paramedic](#) has questions or concerns regarding their [consolidation](#), they may contact SWORBHP.
5. The [Employer](#) will submit that the [Paramedic](#) completed the required [consolidation](#) hours in writing, to the [Medical Director](#) or delegate within three (3) [business days](#) of completion of the last scheduled shift of the [Consolidation](#) period.
6. Where a [Paramedic](#) is employed with more than one [Employer](#) during [consolidation](#), the [Paramedic](#) will notify all respective [Employer](#) (s) and [Regional Base Hospital Program\(s\)](#) that they are in [consolidation](#) with and will submit their hours completed from each [Employer](#) towards their [consolidation](#) requirements.
7. The [Medical Director](#) will determine whether or not to remove the condition of [consolidation](#) on the [certification](#) and [authorization](#) of the [Paramedic](#). If the [Medical Director](#) deems that the [Paramedic](#) has completed the [consolidation](#) hours in a clinical patient care setting, the [Paramedic](#) and the [Employer](#) will be notified in writing within three (3) [business days](#) of receipt of the documentation outlining that the [Paramedic](#) can practice independently to the level of their [certification](#) and [authorization](#). Should the [Medical Director](#) deem that the [Paramedic](#) has not met the requirements of [consolidation](#), the [Paramedic](#) and the [Employer](#) will be notified in writing outlining the rationale for the decision, required next steps and the [certification](#) and [authorization](#) status of the [Paramedic](#) within three (3) [business days](#) of receiving the documentation from the [Employer](#) or [Paramedic](#).

## DEFINITIONS

### Authorization

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

### Business Day

Means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

### 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.

### Consolidation

Means the process by which a condition is placed on a Paramedic's certification restricting his or her practice to working with another Paramedic with the same or higher level of qualification (i.e. Certification).

### Employer

Means an ambulance service operator certified to provide ambulance services as defined in the Ambulance Act.

### 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.

**Patient Care Concern**

Means a Critical Omission or Commission, Major Omission or Commission, or Minor Omission or Commission.

**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.

**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.

**REFERENCES**

Ministry of Health and Long Term Care (MOHLTC); Emergency Health Services Branch [Advanced Life Support Patient Care Standards Version 4.5](#), Appendix 6 version 3.4 as updated from time to time.

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