**PURPOSE**

The Paramedic Registry is a web-based database that maintains an electronic account for every paramedic who is currently employed under the Southwest Ontario Regional Base Hospital Program (SWORBHP).

The Paramedic Registry allows the paramedic and the Employer to:

- access and update demographic information at any time
- access and track certification information at any time
- print certification letters
- track auxiliary directives
- maintain Continuing Education (CE)
- view and print course rosters

The information contained within the Paramedic Registry and the individual(s) responsible for maintaining the information is outlined in this policy.

**PROCEDURE**

1. **Paramedic Account**
   
   Paramedics are strongly encouraged to create a paramedic account; however, it is not mandatory to do so. To create a paramedic account, go to [www.sworbhp.ca](http://www.sworbhp.ca) and click “Create an account”.

   The following information is maintained for each paramedic account:
   
   - original certification date
   - recertification date
   - certification expiry date
   - certification status and level
   - deactivation and reactivation date
   - ride-out date
   - demographics
   - certification letter
   - employment status (primary and secondary service(s))
   - CE points
   - auxiliary directives

2. **Maintaining Information**
   
   Paramedics are responsible for ensuring the paramedic registry is up-to-date with the following information:
   
   - mailing address
   - telephone number(s)
   - alternate email address
   - primary and secondary service(s)
   - request(s) for self directed CE
SWORBHP is responsible for ensuring the paramedic registry is up-to-date with the following information:
- EHS Number
- level of certification (ACP/PCP)
- work email address
- original certification date
- certification expiry date
- recertification date
- deactivations and reactivations
- ride-out date
- auxiliary directives
- CE points for courses provided through SWORBHP
- course rosters

The Employer is responsible for ensuring the paramedic registry is up-to-date with the following information:
- paramedics who have or will become clinically inactive
- new hires

3. **Email Notifications**
   Email notifications are automatically generated to notify SWORBHP and the Employer when certain occurrences take place within the Paramedic Registry. Instances when an email notification would be generated are when a Paramedic has been:
   - recertified
   - deactivated
   - reactivated
   - approved or denied for CE hours
   - auxiliary directives
   - course rosters

   Note: Email notifications are only sent to paramedics who have entered a valid work and/or alternate email address in their paramedic account.

4. **Paramedic Name & Emergency Health Services (EHS) Identification Number**
   The Employer is required to notify SWORBHP when a change to a paramedic’s name and/or EHS # has occurred. All changes are to be directed to the Operations and Logistics Specialist.

5. **Paramedic Employment Status**
   When a paramedic retires, resigns, or is terminated, the paramedic account for that individual becomes inactive. The Employer is required to notify SWORBHP when a paramedic’s employment status has changed. All changes are to be directed to the Operations and Logistics Specialist.

6. **New Hire Paramedics**
   The Employer is required to complete the “Submit New Paramedic” page in the Paramedic Registry prior to new hire certification being scheduled. Completion of this page confirms that the paramedic being hired meets all qualifications for employment under Ontario Regulation 257/00, Part III.

   The Employer is required to provide SWORBHP with EHS #’s for all new hires. This information is to be directed to the Operations and Logistics Specialist. SWORBHP will add all new paramedics to the Paramedic Registry. Newly hired paramedics will be unable to create a paramedic account until their name and EHS# have been added to the Paramedic Registry.

7. **Security and Confidentiality**
   SWORBHP safeguards information contained within the Paramedic Registry by storing the information in a secure and confidential manner. Access is limited to individuals within SWORBHP and the Employer who have been granted the authority to review the information contained.