



About the Paramedic Registry

The Southwest Ontario Regional Base Hospital Program (SWORBHP) is pleased to launch its on-line Paramedic Registry. The Registry will allow the Service Operator to manage a variety of activities.

Questions or Comments?

If you have any questions or comments about using this website, please contact us at: paramedicregistry@lhsc.on.ca
Telephone: 519-667-6718
Toll Free: 1-866-544-9882

Forgot your username or password?

If you have forgotten your username or password, go to: www.paramedic-registry.ca and click on 'Forgot your password?' Your account information will be sent to your email account.

Privacy Matters

It is very important to never share your username and password. If you share your account information, you will be held responsible for what others do while accessing your account.

Welcome Service Operators!

- Login to Paramedic Registry **Step 1**
- View Paramedic Summary **Step 2**
- Search for Paramedics **Step 3**
- Submit a New Course **Step 4**
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- Run a Report **Step 9**

Follow These Easy Steps to Get Started...

Follow these easy steps to get started with the Paramedic Registry. If you require additional assistance, you may contact us at: paramedicregistry@lhsc.on.ca.

STEP 1: Login to Paramedic Registry

- Go to www.paramedic-registry.ca
- Login with the username and password provided to you.
- After you have logged in for the first time, you are encouraged to change the password that was assigned to you.

Note: Username and password are case sensitive.

STEP 2: View Paramedic Summary

- After you have completed Step 1, you will see a complete list of the paramedics within your service.
- By clicking on the OASIS # you will have access to the paramedic's individual account summary

STEP 3: Search for Paramedics

- Go to the 'Paramedic Summary' page.
- Select from the drop down list in 'Certification Level' or enter an OASIS #
- Click 'Search'
- Once your results are displayed, click on a paramedic's OASIS # to view their individual account summary.

STEP 4: Submit a New Course

If your service is planning to teach a course, you can submit it online to Base Hospital for approval.

- Click on 'Submit New Course'
- Complete the required fields by entering the information
- Click 'Submit'

Once Base Hospital has reviewed your request, you will receive a confirmation as to whether or not it was approved.

STEP 5: Manage Education

After a course is approved by Base Hospital, you can apply CE hours to paramedics who have attended the course.

- Click on 'Manage Education'
- Select the 'Course Name' from the drop down list
- Select either the 'Certification Level' or enter an OASIS #
- Click 'Search'
- Select the paramedic(s) who attended by clicking the checkbox. The date of the course should automatically populate in the 'Acquired on Date' field.

STEP 6: CE Summary

You will be able to view paramedic CE activity for a selected year.

- Click on 'CE Summary'
- Select year from drop down box
- Select either the 'Certification Level' or enter an OASIS #
- Click 'Submit'

Note: You can change the course date by entering the appropriate date in 'Con Ed Required Date' field. All dates should be entered in DD MON YYYY format.

STEP 7: Manage Clinical Inactivity

You will be able to enter the date on which a paramedic has become clinically inactive. Paramedics who have been absent from clinical activity for more than 90 days will be required to complete a return to work remedial before returning to active duties.

- Click on 'Clinical Inactivity'
- Enter paramedic OASIS #
- Click 'Search by OASIS #'
- Complete the required fields by entering the appropriate information
- Click 'Submit'

Note: Comments are optional and will not be seen by paramedics when logging into their personal account.

STEP 8: Print Certification Letters

You will have the ability to print each paramedic's certification letter at any time.

- Click on 'Print Cert Letters'
- Select either the 'Certification Level' or enter OASIS #
- Click 'Search'
- Click 'Print'

STEP 9: Run a Report

You will have the ability to run three separate reports.

- Click on 'Reports'
- Select report name from drop down box
- Select either the 'Certification Level' or enter OASIS #
- Click 'Search'
- Your report will be displayed and you will have the option to print the report.

Note: You can sort your reports clicking on one of the column headings (i.e. Name). You can then click the 'Print' button to print your report.



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