

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

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POLICY

This policy details the procedures for providing the [Regional Base Hospital Program \(RBHP\) Medical Director authorization](#) to perform [controlled acts](#) and [advanced medical procedures](#) 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 [Employer](#), the [Paramedic](#) Student, the [College](#) and [RBHP](#). Failure to comply with all aspects of this policy may result in the denial of [authorization](#) to perform [controlled acts](#) and [advanced medical procedures](#) 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 [RBHP](#), 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 college with educating/training [Paramedic](#) Students by exposing them to Provincial Medical Directives, and familiarity in performing [advanced medical procedures](#) (including [controlled acts](#)) as part of preparing the [Paramedic](#) Student for clinical practice.

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

PROCEDURE

1. The [College](#) will notify the [RBHP](#) at the earliest opportunity to confirm any new [Paramedic](#) Students requiring [certification](#), and the earliest date they will be available for the [RBHP certification](#) (at least two weeks advance notice is requested).
2. The [College](#) will provide written confirmation that the [Paramedic](#) Student meets all qualifications for final preceptorship.
3. The [College](#) (or [Employer](#) for [Paramedic](#) Students from non-affiliated [Colleges](#)) and the [RBHP](#) 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 the [RBHP](#) to the [Paramedic](#) Students.
5. The College will ensure that each [Paramedic](#) Student will give permission to the [College](#) to provide the [RBHP](#) with a current e-mail address and student number (or unique identifier to be used by the [Employer](#)) prior to field placement.
6. The [College](#) will notify the [RBHP](#) 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. The [RBHP](#) will notify the [Paramedic](#) Student, [College](#) and [Employer](#) 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, the [RBHP](#) will guide (via the College) and/or provide any required pre-course materials to the [Paramedic](#) Student once the training is confirmed. Materials may be in electronic or hard-copy format as determined by the [RBHP](#). Successful completion of all pre-course evaluations is required prior to attending any of the [RBHP](#) training/testing.
9. **If training is indicated**, the [RBHP certification](#) for a [Paramedic](#) Student will include:
 - a. PCP or ACP core medical directives
 - b. Introduction to the [RBHP](#) policies applicable to the [Paramedic](#) Student ([certification](#), [deactivation](#), audit process), and an overview of the [RBHP](#)
 - c. Applicable auxiliary medical directives
 - d. [Medical Director](#) (or delegate) directed scenarios (i.e. simulation cases, oral cases)
 - e. Skills assessment
 - f. [Certification](#) fees may be applied to either the [College](#) or the [Paramedic](#) Student as determined by the [RBHP](#).
10. ACP Students will be evaluated by the [Medical Director](#) and a recommendation for academic [certification](#) will be made based upon a clinical scenario GRS assessment and/or oral case scenarios with a Medical Director.
11. The [RBHP](#) will notify the [College/Employer](#) of the results upon completion of the training and testing. Successful completion will result in [authorization](#) from the [RBHP Medical Director](#) to perform the specified [advanced medical procedures](#) (including [controlled acts](#)) while under the direct supervision of an approved preceptor. Unsuccessful completion could result in retesting at the request of the college and the discretion of the [Medical Director](#).
12. The academic [certification](#) will expire at the end of the preceptorship (normally four months).
13. **For all Paramedic Students in preceptorship**
 - a. Where a [variance](#) from Advanced Life Support Patient Care Standards (ALS PCS) has been identified through the Ambulance Call Report (ACR) audit process, complaints or self-reports, it will be reviewed by the [Medical Director](#) according to the academic [certification](#) - Quality Assurance (QA) and Investigation Policy.
 - b. The [Medical Director](#), at their discretion, will discuss the case with the [Paramedic](#) Student and College Program Coordinator to provide investigation outcomes. In the event that the [Paramedic](#) Student's [certification](#) is revoked, the preceptorship period may be adjusted by the [Medical Director](#).
 - c. Academic certification allows an ACP student to practice under the direct supervision of a qualified ACP preceptor while performing the controlled acts. This authorization can only be utilized at the applicable service and is dependent upon remaining in good standing as a student with the paramedic program. Until successful completion of the provincial ACP exam, the ACP student is not eligible to practice Schedule 3 Acts as listed in the Ontario Regulation 257/100.
14. Where a [certified Paramedic](#) Student gains employment within the [RBHP](#) area within one year of their academic [certification](#) expiration date, but has been absent from clinical activity for ninety (90) days or greater, he/she will be required follow the new certification procedure.

For SWORBHP Affiliated College Programs

15. The College and the [RBHP](#) will collaborate on developing and reviewing training programs in support of [certification](#) to perform [controlled acts](#).
16. The [Medical Director](#) will approve all training curricula related to training programs for [controlled acts](#).
17. College faculty may attend an [RBHP](#) "train-the trainer session" or other approved method of training to facilitate program delivery.

18. The College will provide the [RBHP](#) with a list of candidates who have successfully advanced and who are seeking entry to preceptorship along with names of their ACP/PCP preceptors. Arrangement of shifts and mentors is the responsibility of the [Employer/College](#). The [RBHP](#) is responsible for medical directive QA and [certification](#).
19. The [Medical Director](#) (or delegate) will evaluate each candidate for academic [certification](#) and approve [authorization](#) to perform [controlled acts](#) and [advanced medical procedures](#).

DEFINITIONS

Advanced Medical Procedure

Medical procedures that are contained within the ALS PCS that are not controlled acts (e.g. 12-lead ECG, supraglottic airway insertion).

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.

Deactivation

Means the temporary revocation, by the Medical Director, of a Paramedic's 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.

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 MOH.

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 4.9](#)

Emergency Health Services Branch Ministry of Health, February 1, 2022

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

SWORBHP Academic Certification - Quality Assurance and Investigation Procedure