

<b>Procedure:</b>	Absence from Clinical Inactivity & Return to Practice	
<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 2019
<b>Original Effective Date:</b> July 2011	<b>Last Review Date:</b> June 2019	<b>Last Revised Date:</b> June 2019
	<b>Reviewed Date(s):</b> May 2012, April 2014	<b>Revised Date(s):</b> September 2012, April 2014

## PURPOSE

Upon initial [certification](#) by the Southwest Ontario [Regional Base Hospital Program](#) (SWORBHP), a [Paramedic](#) must maintain clinical activity to remain certified with SWORBHP. [Paramedics](#) absent from clinical activity for a period of ninety (90) days are considered clinically inactive, and are administratively deactivated. Extended absence from clinical activity can result from a variety of reasons, including (but not limited to) short/long term disability, parental leave, or any other approved leave granted by the [Employer](#).

Return to practice (RTP) offers a [Paramedic](#) an opportunity to orientate to the clinical environment after a period of absence. RTP is required as per the current Ministry of Health and Long Term Care (MOHLTC), Advanced Life Support Patient Care Standards (ALS PCS), Appendix 6 and may include a [consolidation](#) phase as outlined within. This process will be initiated upon request by the [Employer](#).

## POLICY

The Ministry of Health and Long Term Care (MOHLTC) Emergency Health Services Branch (EHSB) publishes the ALS PCS with amendments from time to time. The Certification Standard is Appendix 6 of the ALS PCS 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 related to RTP.

## PROCEDURE

1. The [Employer](#) will notify SWORBHP in writing when a [Paramedic](#) is absent from clinical activity for a period of ninety (90) days by entering the date of the last shift worked by the [Paramedic](#) into the [Paramedic Portal of Ontario](#) (PPO). This can be done in advance of the ninety (90) day mark if it is known the absence will extend that long, or once the ninety (90) day mark is reached.
2. At the ninety (90) day mark, SWORBHP will confirm with the [Employer](#) that the [Paramedic](#) is still clinically inactive, and upon [authorization](#) by the Local [Medical Director](#) (LMD), will administratively deactivate the [Paramedic](#) in the PPO. The [Employer](#) will notify SWORBHP at the earliest time possible when the date for the [Paramedic](#) to RTP is confirmed (at least five [business days](#) advanced notice is requested).
3. The [Employer](#) and SWORBHP will determine a mutually agreeable schedule for RTP training/[certification](#) for the [Paramedic](#).
4. SWORBHP will provide any required pre-course materials to the [Employer](#) 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 are required prior to attending the SWORBHP RTP training/testing day.
5. The [certification](#) requirement for all [Paramedics](#) returning to practice after an absence from clinical activity is based upon the duration of the absence, and is described in Table 1 *Certification Requirements*.

**Table 1. Certification Requirements**

Absence from Clinical Activity	PCP/ACP
More than 90 days and less than 18 months	<ul style="list-style-type: none"> <li>Up to one day for review and evaluation of all medical directives and skills (performed by a SWORBHP Prehospital Care Specialist or designate)</li> </ul>
More than 18 months and less than 36 months	<ul style="list-style-type: none"> <li>Up to two days for review and evaluation of all medical directives and skills (performed by a SWORBHP Prehospital Care Specialist or designate)</li> </ul>
More than 36 months	<ul style="list-style-type: none"> <li>Up to three days for review and evaluation of all medical directives and skills (performed by a SWORBHP Prehospital Care Specialist or designate)</li> </ul>

- In addition to the requirements outlined in Table 1, the [Paramedic](#) must successfully complete all mandatory SWORBHP education missed during the absence, e.g. annual mandatory [continuing medical education](#) (CME) requirements, introduction of new medical directives and/or skills.
- SWORBHP will notify the [Employer](#) of the results of the review and evaluation for the [Paramedic](#) (successful or unsuccessful) upon completion of the training and testing. Successful completion will result in [Paramedic](#) reactivation. Unsuccessful completion will result in the development of a remedial learning plan that will be shared with the [Employer](#) prior to its implementation.
- The [Paramedic certification](#) date in the [Paramedic Portal of Ontario](#) will be updated to reflect the initial [certification](#) training date with an expiry date of January 31 of the following year.

## 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.

### Continuing Medical Education (CME)

Means a medical education program and confirmation of its successful completion as approved by the Regional Base Hospital Program (RBHP)

### 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](#)