

<b>Procedure:</b>	Initial Certification – Primary and Advanced Care Paramedic	
<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>	Regional Program Director	<b>Approval Date:</b> April 2011

<b>Original Effective Date:</b> April 2011	<b>Last Review Date:</b> July 2018	<b>Last Revised Date:</b> July 2018
	<b>Reviewed Date(s):</b> Sept 2012, Nov 2013, April 2015	<b>Revised Date(s):</b> Sept 2012, Nov 2013, April 2015

This procedure details the process for providing initial Southwest Ontario [Regional Base Hospital Program](#) (SWORBHP) [Medical Director authorization](#) to perform [controlled acts](#) as a Primary Care [Paramedic](#) (PCP) or an Advanced Care [Paramedic](#) (ACP) as per [Ontario Regulation 257/00, Part III, s. 8. \(2\)\(c\)](#). [Paramedic](#) candidates with a conditional offer of employment or employed by an [Employer](#) are required to attain Base Hospital [certification](#) prior to performing patient care and/or [controlled acts](#) and/or other advanced medical procedures listed in the [Advanced Life Support Patient Care Standards \(ALS PCS\)](#), in accordance with [O.Reg. 257/00](#). Once a candidate is successful, his/her initial [certification](#) shall be portable amongst all eight (8) Ontario [Regional Base Hospital Program](#) jurisdictions providing the [Paramedic](#) has no outstanding patient care concerns and maintains their [certification](#) as defined in [Appendix 6 – Certification Policy in the ALS PCS](#).

Failure to comply with all aspects of this procedure may result in revocation of SWORBHP [authorization](#) to perform [controlled acts](#) through [deactivation](#) and/or [decertification](#) at the discretion of the [Medical Director](#).

## PROCEDURE

1. The [Employer](#) shall notify SWORBHP at the earliest opportunity to confirm any new [Paramedics](#) being employed, and the earliest date they will be available for SWORBHP [certification](#) (at least five business days advanced notice is requested).
2. The [Employer](#) shall provide written confirmation through the [SWORHBP New Certification online form](#) that the [Paramedic](#) meets all qualifications for employment as a [Paramedic](#) under [Ontario Regulation 257/00, Part III](#).
3. If the [Paramedic](#) being employed is currently certified with another Base Hospital in Ontario, the [Paramedic Certification Reciprocity Form](#) must be completed, adhering to the [SWORBHP Reciprocity Form Process](#).
4. The [Employer](#) and SWORBHP shall determine a mutually agreeable schedule for [certification](#) of the new [Paramedic](#).
5. SWORBHP shall 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 is required prior to attending the SWORBHP Initial Certification training.
6. Initial [certification](#) for a [Paramedic](#) may include a review of, but not be limited to:
  - a. all core medical directives for the level the [Paramedic](#) is seeking [certification](#) and [authorization](#) for;
  - b. an introduction to SWORBHP policies applicable to the [Paramedic](#) and an overview of the SWORBHP organization;
  - c. all auxiliary medical directives endorsed by the [Employer for the level the Paramedic is seeking certification and authorization for](#);
  - d. [Medical Director](#) or delegate directed scenarios (i.e. simulation cases, oral cases)
  - e. skills assessment
7. Initial [certification](#) training is at the discretion of the Medical Director and may include a designated online component

8. SWORBHP shall notify the [Employer](#) of the results upon completion of the training and testing. Successful completion will result in SWORBHP [Medical Director authorization](#) to perform the specified advanced medical procedures (including [controlled acts](#)) during the [consolidation](#) period. Unsuccessful completion will result in the development of a [remediation](#) learning plan that will be shared with the [Employer](#) prior to its implementation.
9. Paramedics [authorized](#) to proceed to [consolidation](#) will be required to adhere to the Consolidation Procedure before full initial certification is granted.
10. In accordance with SWORBHP's Performance Agreement with the MOHLTC, at least eighty percent of all calls completed by newly certified [Paramedics](#) must be audited for the first 180 days of employment. Any possible [variances](#) noted will be followed up utilizing SWORBHP's Quality Assurance Policy.
13. Upon successful completion, the [Paramedic certification](#) date in the [Paramedic Portal of Ontario \(PPO\)](#) will be adjusted to January 31<sup>st</sup> 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.

### **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)

### **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.

### **Decertification**

Means the 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.

### **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**

[Advanced Life Support Patient Care Standards Version 4.5](#)

Emergency Health Services Branch Ministry of Health and Long Term Care, May 1, 2018

[Ontario Regulation 257/00, Ambulance Act, R.S.O. 1990, c. A. 19](#)