

<b>Procedure:</b>	Cross Certification	
<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 2018

<b>Original Effective Date:</b> June 2018	<b>Last Review Date:</b> June 2020	<b>Last Revised Date:</b> June 2019
	<b>Reviewed Date(s):</b> June 2018, June 2019	<b>Revised Date(s):</b> June 2018

## PURPOSE

To allow cross [certification](#) for core and auxiliary medical directives from another [Regional Base Hospital Program \(RBHP\)](#) in Ontario. Cross [certification](#) applies to [Paramedics](#) who are currently certified and in good standing with an [RBHP](#) in Ontario and has no unresolved patient care investigations in that [RBHP](#), who are seeking [certification](#) from the [RBHP](#).

## POLICY

- 1.0 The Ministry of Health and Long Term Care (MOHLTC) Emergency Health Regulatory and Accountability Branch (EHRAB) publishes the Advanced Life Support Patient Care Standards (ALS PCS) with amendments from time to time. The Certification Standard is Appendix 6 of the ALS PCS and 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 it relates to cross [certification](#).
- 2.0 The following requirements apply with respect to [Paramedics](#) who are already certified and who are seeking [certification](#) by a [Medical Director](#) in another [RBHP](#).
  - 2.1 The [Paramedic](#) shall be employed or retained by an [Employer](#) within the specified catchment area.
  - 2.2 The [Paramedic](#) shall complete a form provided by the [RBHP](#) that includes the following:
    - 2.2.1 a list of all [RBHP's](#) under which the [Paramedic](#) has received [certification](#) within the ten (10) year period immediately preceding the application;
    - 2.2.2 a declaration of the dates of all previous [deactivations](#) and/or [decertifications](#) that have occurred with the ten (10) year period immediately preceding the application;
    - 2.2.3 status of all current [certifications](#) from all [RBHP's](#); and
    - 2.2.4 written permission for the prospective [RBHP](#) to obtain information in writing from other physicians, other programs, etc. regarding the [Paramedic's](#) previous practice.
  - 2.3 The [Paramedic](#) shall successfully complete an evaluation by the [RBHP](#) and any orientation and training required by the [RBHP](#). The evaluation may include:
    - 2.3.1 an assessment of knowledge and skill;
    - 2.3.2 scenario evaluation; and
    - 2.3.3 oral interview or clinical evaluation with the [Medical Director](#) or designate.
  - 2.4 Upon meeting the above requirements for cross [certification](#), the [Medical Director](#) shall certify the [Paramedic](#).

## PROCEDURE

- 3.0 The [Employer](#) will notify the [RBHP](#) through an online form at the earliest opportunity to confirm any [Paramedic](#) candidates who may be eligible for cross [certification](#), and the earliest date they will be available for orientation (at least ten [business days](#) advanced notice is requested).
- 4.0 If the [Paramedic](#) candidate being employed or retained by the [Employer](#) is currently certified with another [RBHP](#), a new certification form must be completed at least ten (10) days prior to any scheduled [certification](#) event.

- 5.0 Each application for cross [certification](#) will be reviewed by the [RBHP](#) who will perform a gap analysis based on the [Paramedic](#) candidate's current level of [certification](#) and the requested level of [certification](#) as it relates to auxiliary medical directives.
- 6.0 This may result in an individualized education plan that will be facilitated at a mutually agreed upon time between the [Employer](#) and the [RBHP](#). The [certification](#) requirements (if any), based on the gap analysis will be provided in writing to each [Paramedic](#) and [Employer](#) within ten (10) [business days](#) upon the receipt of the completed new certification form.
- 7.0 The [RBHP](#) will provide any required pre-course materials to each [Paramedic](#) candidate once the orientation is confirmed. Materials may be distributed in a format as determined by the [RBHP](#). Successful completion of all pre-course materials is required prior to attending the orientation day.
- 8.0 [RBHP](#) orientation may include:
  - 8.1 an introduction to the [RBHP](#) policies applicable to the [Paramedic](#) candidate (i.e. [certification](#), maintenance of [certification](#), quality assurance and audit process, [continuing medical education \(CME\)](#) and an overview of the [RBHP](#) organization);
  - 8.2 all auxiliary medical directives performed by [Paramedics](#) with their [Employer](#);
  - 8.3 [Medical Director](#) or delegate directed scenarios; and skills assessment.
- 9.0 The [RBHP](#) will notify the [Paramedic](#) candidate and [Employer](#) of the results in writing within three (3) [business days](#).
- 10.0 A [certification](#) and [authorization](#) document will be issued for the [Paramedic](#) and [Employer](#), which will include the [Paramedic](#) scope of practice and [certification](#) expiry date.

## 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)

### **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.

**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.

**REFERENCES**

Ministry of Health and Long Term Care (MOHLTC); Emergency Health Services Branch [Advanced Life Support Patient Care Standards Version 4.7](#), Appendix 6 as updated from time to time.