

Procedure:	New Certification – Primary and 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: April 2011

Original Effective Date: April 2011	Last Review Date: June 2021	Last Revised Date: June 2021
	Reviewed Date(s): Sept 2012, Nov 2013, April 2015, July 2018, June 2020	Revised Date(s): Sept 2012, Nov 2013, April 2015, July 2018, June 2020

This procedure details the process for providing new [Regional Base Hospital Program \(RBHP\) Medical Director authorization](#) to perform [controlled acts](#) and [advanced medical procedures](#) 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, their new [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 the [RBHP authorization](#) to perform [controlled acts](#) through [deactivation](#) and/or [decertification](#) at the discretion of the [Medical Director](#).

PROCEDURE

1. The [Employer](#) shall notify the [RBHP](#) at the earliest opportunity to confirm any new [Paramedics](#) being employed, and the earliest date they will be available for the [RBHP certification](#) (at least five business days advanced notice is requested).
2. The [Employer](#) shall provide written confirmation through the [RBHP](#) New Certification 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 [Regional Base Hospital \(RBH\)](#) in Ontario, the Cross Certification Form must be completed, adhering to the [RBHP](#) Cross Certification Procedure.
4. The [Employer](#) and the [RBHP](#) shall determine a mutually agreeable schedule for [certification](#) of the new [Paramedic](#).
5. The [RBHP](#) shall provide any required pre-course materials to the [Employer](#) and the [Paramedic](#) 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 the [RBHP](#) new [certification](#) training.
6. New [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 the [RBHP](#) policies applicable to the [Paramedic](#) and an overview of the [RBHP](#) 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); and
 - e. skills assessment.

7. New [certification](#) training is at the discretion of the [Medical Director](#) and may include a designated online component.
8. The [RBHP](#) shall notify the [Employer](#) of the results upon completion of the training and testing. Successful completion will result in the [RBHP Medical Director authorization](#) to perform the specified [advanced medical procedures](#) (including [controlled acts](#)) during the [consolidation](#) period. Unsuccessful completion will be discussed with the [Employer](#) and may result in the development of a [remediation](#) learning plan and future testing at the discretion of the [Medical Director](#).
9. Paramedics [authorized](#) to proceed to [consolidation](#) will be required to adhere to the [RBHP](#) Consolidation Procedure before full new [certification](#) is granted.
10. In accordance with the [RBHP's](#) Performance Agreement with the Ministry of Health (MOH), 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 the [RBHP](#) Quality Assurance (QA) Procedure.
13. Upon successful completion, the [Paramedic certification](#) date in the Paramedic Portal of Ontario (PPO) will be adjusted to January 31st of the following year.

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.

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 MOH.

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 4.8](#)

Emergency Health Services Branch Ministry of Health, November 23, 2020

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

Paramedic Portal of Ontario (www.paramedicportalontario.ca)