

<b>Policy:</b>	Academic Certification – Primary or 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>	Director, Emergency Services & Base Hospital	<b>Approval Date:</b> 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 advanced 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 will result in the development of a [remediation](#) learning plan that will be developed by the [College](#) and approved by the [RBHP](#) prior to its implementation.
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 his/her 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 his/her academic [certification](#) expiration date, but has been absent from clinical activity for ninety (90) days or greater, he/she will be required to attend training/education/evaluation as outlined in the Absence from Clinical Activity policy.

#### **For SWORBHP Affiliated College Programs**

1. The College and the [RBHP](#) will collaborate on developing and reviewing training programs in support of [certification](#) to perform [controlled acts](#).
2. The [Medical Director](#) will approve all training curricula related to training programs for [controlled acts](#).

3. The [RBHP](#) staff will monitor/observe initial [certification](#) education delivered by College faculty to ensure compliance with the [ALS PCS](#). College faculty may attend an [RBHP](#) “train-the trainer session” or other approved method of training to facilitate program delivery.
4. 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 Paramedic Service/[College](#). The [RBHP](#) is responsible for medical directive QA and [certification](#).
5. 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 4.8](#)

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

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

SWORBHP Academic Certification - Quality Assurance and Investigation Procedure