

Procedure:	New Certification – Primary and Advanced Care Paramedic	
Owner of Policy:	Manager, Education	
Department/Program:	Southwest Ontario Regional Base Hospital Program	
Endorsed By:	Director, Southwest Centre for Prehospital Medicine	Endorsement Date: June 2023
Original Effective Date:	April 2011	Reviewed Date: June 2023

PURPOSE

This procedure details the process for providing new Regional Base Hospital Program (RBHP) Regional 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. \(2\)\(c\)](#).

POLICY

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 [Section 6 – Certification Standard 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 Regional Medical Director (RMD) or designate.

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 ten (10) 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 RBHP 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 and procedure 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 utilizing a pre-determined number of simulation stations and a predetermined overall cut score using the Global Rating Scale (GRS) for the Assessment of paramedics and Ontario Base Hospital Group (OBHG) standardized scenarios. Each encounter will be evaluated by a GRS-trained

rater from the RBHP or designate. Stations may be recorded and will represent authentic patient care situations including appropriate equipment to support and promote the highest degree of validity. Appropriate levels of fidelity simulation will be utilized during the assessment.

- Simulations will have a time limit of twenty (20) minutes per station for PCP: twelve (12) minutes will be dedicated to the assessment itself, with the remaining eight (8) to permit raters to complete their documentation, reset their respective stations and permit the candidates to move to the next station/scenario.
 - Simulations will have a time limit of twenty-five (25) minutes per station for ACP candidates: fifteen (15) minutes will be dedicated to the assessment itself, with the remaining ten (10) minutes to permit raters to complete their documentation, reset their respective stations and permit the candidates to move to the next station/scenario.
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 RMD 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 future testing at the discretion of the RMD or designate. A minimum of one week must elapse between the failed test and the retest and will only be undertaken and the request of the Employer. Feedback may be provided to the candidate upon request and shared with the Employer with the candidate's permission. Remediation opportunities and activities between certification attempts are the sole responsibility of the candidate (and Employer if they wish) and not that of the RBHP.
 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.

REFERENCES

[Advanced Life Support Patient Care Standards Version 5.1](#)
Emergency Health Services Branch Ministry of Health, February 1, 2023

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

Paramedic Portal of Ontario (www.paramedicportalontario.ca)

[SWORBHP New Certification Form](#)

[SWORBHP Cross Certification Procedure & Form](#)

SWORBHP Consolidation Procedure

SWORBHP Quality Assurance Procedure