

Procedure:	Academic Certification – Primary or Advanced Care Paramedic	
Owner of Policy:	Manager, Education	
Department/Program:	Southwest Centre for Prehospital Medicine	
Endorsed By:	Director, Southwest Centre for Prehospital Medicine	Endorsement Date: May 2025
Original Effective Date:	January 2016	Date Reviewed: May 2026

PURPOSE

The purpose of this policy is to detail the procedures for providing a Primary Care Paramedic (PCP) student or an Advanced Care Paramedic (ACP) student authorization to perform controlled acts and advanced medical procedures as per [Ontario Regulation 257/00, Part III, s. 8. \(2\)\(c\), and Part VI, s. 14 \(2\)](#). This authorization is granted by the Southwest Centre for Prehospital Medicine (SWCPM) Medical Director. These procedures specify the requirements for the Employer, the paramedic student, the College, and the SWCPM. 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.

POLICY

This policy allows Ontario paramedic students from Colleges both affiliated (through a signed Service Agreement) and not affiliated with the SWCPM, the opportunity to perform advanced medical procedures (including controlled acts) in a supervised 9-1-1 response setting. The objective is to prepare paramedic students for entry to clinical practice through exposure to Provincial Medical Directives and advanced medical procedures (including controlled acts) in a protected prehospital environment.

A College in Ontario affiliated with the SWCPM through a signed Service Agreement will share accountability with the SWCPM to develop an appropriate curriculum for paramedic students. The SWCPM, in collaboration with the affiliated Colleges, will provide certification materials that support and maintain the certification standards of the SWCPM. In addition, training aimed at remediating variance(s) or promoting change in practice will be delivered by the SWCPM or the College as agreed upon by both parties.

PROCEDURE

1. The College will notify the SWCPM at the earliest opportunity to confirm any new Paramedic students requiring certification and the earliest date they will be available for the SWCPM certification (at least two weeks' advance notice is requested).
2. The College will provide written confirmation that the Paramedic student meets all qualifications for final preceptorship.
3. The College and the SWCPM will determine a mutually agreeable schedule for paramedic student certification for both affiliate and non-affiliate Colleges.
4. The College will provide the e-mail address(es) of College contacts/Supervisors whom they designate to be copied on all communication from the SWCPM to the Paramedic student.
5. The College will ensure that each Paramedic student will give permission to the College to provide the SWCPM 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 SWCPM within one (1) business day of any changes to the paramedic student's academic enrollment or status that may affect their certification.

7. The SWCPM will notify the Paramedic student, College, and Employer within one (1) 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 SWCPM 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 SWCPM. Successful completion of all pre-course evaluations is required prior to attending any of the SWCPM training/testing.
9. **If training is indicated**, the SWCPM certification for a Paramedic student may include:
 - 9.1 PCP or ACP core Provincial Medical Directives.
 - 9.2 Introduction to the RBHP and SWCPM policies applicable to the Paramedic student (certification, deactivation, audit process), and an overview of the RBHP and SWCPM;
 - 9.3 Applicable auxiliary Provincial Medical Directives.
 - 9.4 Medical Director (or designate) directed scenarios (i.e., simulation cases, oral cases);
 - 9.5 Skills assessment.
 - 9.6 Certification fees may be applied to either the College or the Paramedic student as determined by the SWCPM.
10. PCP students will be evaluated by a delegating Medical Director of SWCPM and/or designate for academic certification using a Global Rating Scale (GRS) assessment of clinical scenarios drawn from the approved OBHG certification scenario bank.
11. ACP students will be evaluated by a delegating Medical Director of SWCPM and/or designate for academic certification. Recommendation for academic certification will be made based upon GRS assessment of clinical scenarios drawn from the approved OBHG certification scenario bank and/or oral case scenarios conducted with a delegating Medical Director of the SWCPM.
12. The SWCPM will notify the College of the results upon completion of the training and testing. Successful completion will result in authorization from a delegating Medical Director of SWCPM to perform the specified advanced medical procedures (including controlled acts) while under the direct supervision of an approved preceptor. Unsuccessful completion could result in retesting at the request of the College at the discretion of the delegating Medical Director of SWCPM.
13. Any costs associated with subsequent attempts at achieving academic certification (after an unsuccessful attempt) will be the responsibility of the individual or the college presenting them.
14. Appealing unsuccessful academic certification results.
 - Should an individual wish to appeal an unsuccessful result from academic certification testing, they must do so in writing within 5 business days of results being issued by SWCPM.
 - The candidate must clearly delineate the reason for the appeal within the following two categories:
 - a) In the opinion of the candidate, due process was not followed by the RBHP or designates
 - b) New information has become available, which may have an impact on the certification decision
 - Appeals must be sent to the Regional Medical Director of Education (or their designate) and the Manager of Education.
 - The ruling on the appeal will be the sole discretion of the Regional Medical Director of Education (or their designate). In any case where the appeal is granted, and an academic certification is extended, it will not be eligible to roll into "full certification".
13. The academic certification will expire at the end of the preceptorship (normally four months).
14. **For all paramedic students in preceptorship**
 - 14.1 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 as per the Academic Certification - Quality Assurance and Investigation Policy.
 - 14.2 The delegating Medical Director of SWCPM, at their 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 delegating Medical Director.

14.3 Academic certification allows an ACP student to practice under the direct supervision of a qualified ACP preceptor while performing controlled acts. This authorization can only be utilized at the applicable service and is dependent upon remaining in good standing as a student within the Paramedic program.

15. If a certified Paramedic student gains employment within the BHP Region after more than ninety (90) days of the completion of their academic certification, they will be required to follow the new certification procedure.

For Southwest Centre for Prehospital Medicine Affiliated College Programs

1. The College and the SWCPM will collaborate on developing and reviewing training programs in support of certification to perform controlled acts. Certification scenarios used for GRS evaluation for academic certification will be selected from the OBHG certification scenario bank. The delegating Medical Director of the SWCPM has final approval of certification scenarios that will be used for GRS evaluation for academic certification.
2. The Medical Director will approve all training curricula related to training programs for controlled acts.
3. College faculty may attend an SWCPM “train-the trainer session” or other approved method of training to facilitate program delivery.
4. The College will provide the SWCPM 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 Employer/College. RBHP is responsible for medical directive, quality assurance, and certification.
5. The Medical Director or designate will evaluate each candidate for academic certification and approve authorization to perform controlled acts and advanced medical procedures.

REFERENCES

[Advanced Life Support Patient Care Standards Version 5.4](#)
Emergency Health Services Branch, Ministry of Health

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

SWORBHP Academic Certification - Quality Assurance and Investigation Procedure