

Procedure:	PCP/ACP Crew Configuration – Division of Responsibilities	
Owner of Policy:	Manager, Education	
Department/Program:	Southwest Ontario Regional Base Hospital Program	
Endorsed By:	Director, Southwest Centre for Prehospital Medicine	Endorsement Date: May 2025
Original Effective Date:	May 2011	Date Reviewed: May 2026

PURPOSE

The purpose of this policy is to detail the procedures for establishing a division of responsibilities for both Primary Care Paramedics (PCP) and Advanced Care Paramedics (ACP) in a PCP/ACP crew configuration.

PROCEDURE

1. **In a PCP/ACP crew configuration:**
 - a. A PCP is accountable for patient care within his/her authorized scope of practice as certified by the Regional Medical Director (RMD) of the Regional Base Hospital Program (RBHP).
 - b. An ACP is accountable for patient care within their authorized scope of practice as certified by the RMD of the RBHP.
2. **In a PCP/ACP crew configuration**, the PCP may attend to any patient:
 - a. who, at the point of transport, does not require the initiation of treatment beyond the PCP's scope of practice; or
 - b. who, prior to transport, has not received treatment beyond the PCP scope of practice; or
 - c. who is improving after receiving treatment included in the PCP scope of practice; or
 - d. when treatment beyond the PCP's scope of practice is not anticipated.
3. The ACP **MUST** attend to any patient when the patient has received, requires, or is anticipated to require an intervention or treatment beyond the PCP's scope of practice.
4. **ACP crew transferring care to a PCP crew:** An ACP crew will not perform ACP medical directives and then transfer patient care to a PCP crew for transportation to the hospital unless there are extenuating circumstances. These must be reported through one of the following mechanisms:
 - Online reporting
 - SWORBHP Communication Form
 - CARES appropriate
 - Communication Hotline
 - 1-888-997-6718
5. In cases where an ACP is attending, transfer of care to a PCP crew can occur in hospital offload delay as long as treatment beyond the PCP's scope of practice has not occurred within the last hour and is not expected to be required again while under the care of the PCP in offload delay.

REFERENCES

[Advanced Life Support Patient Care Standards Version 5.4](#)

Emergency Health Services Branch, Ministry of Health