

Procedure:	Auxiliary Medical Directives – Primary and Advanced Care Paramedics	
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 utilization of auxiliary medical directives (both controlled and non-controlled acts) and specify the requirements of the Employer, the Regional Base Hospital Program (RBHP), and the individual paramedic.

POLICY

In addition to the core medical directives, the [Advanced Life Support Patient Care Standards \(ALS PCS\)](#) provide a number of auxiliary medical directives for both Primary Care Paramedics (PCP) and Advanced Care Paramedics (ACP). Delegation must be provided exclusively by the Regional Medical Director (RMD). Failure to comply with all aspects of this policy may result in revocation of RBHP's authorization to perform controlled medical acts and advanced medical procedures through deactivation and/or decertification at the discretion of the RMD or designate.

PROCEDURE

1. The RBHP will work collaboratively with the Employer to determine the need for authorization for the use of an auxiliary medical directive.
2. The RBHP will determine training and certification requirements for new auxiliary medical directives.
3. The training requirements (material, delivery, evaluation tools, etc.) will be established and approved by the RMD and/or designate.
4. The Employer may elect to deliver the training using their own training staff when approved by the RMD and/or designate. In this situation, RBHP maintains the right to audit the training program as required. In specified situations, the RBHP staff will be present to oversee formal evaluation (i.e., to proctor oral/written evaluations).
5. At the Employer's request, the RBHP staff will provide training on auxiliary medical directives based on a mutually agreeable schedule.
6. Paramedics must successfully complete all aspects of the approved training program in order to be authorized to perform the medical procedure(s) as they are listed in the auxiliary medical directive.
7. When the Employer provides the training, complete records (course roster, evaluation results, etc.) must be provided to the RBHP within five (5) business days.
8. Upon successful completion of the training and submission of course records, the RBHP will update the paramedic's certification letter to reflect all auxiliary medical directives that the paramedic is authorized to perform. The Employer and the paramedic have access to the [Paramedic Portal of Ontario \(PPO\)](#) and may choose to print a hard copy of the certificate or save an electronic copy to their file.
9. An implementation plan for the new auxiliary medical directive will be developed and agreed upon by the Employer and the RBHP.
10. While it is understood that the Employer may not require all paramedics to be trained and certified in an auxiliary medical directive, paramedics who are certified will be expected to perform (or at least attempt) these procedures in appropriate situations.

RECIPROCITY OF AUXILIARY DIRECTIVES

1. Paramedics authorized to perform an auxiliary medical directive may do so in all of the RBHP Paramedic Services in which they are employed, provided the Employer has endorsed the use of that auxiliary medical directive. It is the expectation of the RBHP that all paramedics use their complete skill set when indicated and appropriate for the greatest benefit of the patient.
2. Should a paramedic authorized to perform an auxiliary medical directive that has been endorsed by their Employer leave the employment of that Paramedic Service and gain employment with another Paramedic Service where the auxiliary medical directive is not endorsed, the paramedic does not remain authorized to perform the auxiliary medical directive. Should the paramedic gain employment where the auxiliary medical directive is authorized, or their current Employer now implements the use of that procedure, the paramedic would be expected to perform the auxiliary medical directive once authorized to do so.
3. The RBHP will honor reciprocity of auxiliary medical directive certification completed at other Ontario Regional Base Hospital Programs.

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](#)

Paramedic Portal of Ontario (www.paramedicportalontario.ca)