

Procedure:	Cross Certification	
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:	June 2018	Date Reviewed: May 2026

PURPOSE

The purpose of this policy is to allow cross certification for core and auxiliary medical directives from another Regional Base Hospital Program (RBHP) in Ontario. Cross certification applies to paramedics who are currently certified and in good standing with another RBHP in Ontario, have no unresolved patient care investigations with that RBHP, and are seeking certification from this RBHP.

POLICY

1.0

Paramedics who are currently certified, or who were certified within the previous one hundred eighty-five (185) days, by another RBHP may be eligible for cross certification, provided they are employed or retained by an Employer within the RBHP's catchment area, have no unresolved patient care investigations or concerns, and meet all requirements of this procedure.

Cross certification shall be conducted in accordance with Section 5 – Certification Standard of the Advanced Life Support Patient Care Standards (ALS PCS). Upon successful completion of the cross-certification requirements, certification will be provided, subject to the paramedic maintaining certification in good standing and meeting the requirements set out in the Advanced Life Support Patient Care Standards (ALS PCS).

Failure to comply with any aspect of this policy or procedure may result in restriction, deactivation, or revocation of the RBHP authorization to perform controlled acts, at the discretion of the Regional Medical Director (RMD) or designate.

2.0 The following requirements apply with respect to paramedics who are already certified and who are seeking certification by a Medical Director in another RBHP.

- 2.1 The paramedic shall be employed or retained by an Employer within the specified catchment area.
- 2.2 The paramedic shall complete a form provided by the RBHP that includes the following:
 - 2.2.1 a list of all RBHPs under which the paramedic has received certification within the ten (10) year period immediately preceding the application;
 - 2.2.2 A declaration of the dates of all previous deactivations and/or decertifications that have occurred within the ten (10) year period immediately preceding the application.
 - 2.2.3 status of all current certifications from all RBHPs; and
 - 2.2.4 Written permission for the prospective RBHP to obtain information in writing from other physicians, other programs, etc., regarding the paramedic's previous practice.
- 2.3 The paramedic shall successfully complete an orientation and training, which may include an evaluation by the RBHP. An evaluation may include:
 - 2.3.1 An assessment of knowledge and skill.
 - 2.3.2 scenario evaluation; and
 - 2.3.3 oral interview or clinical evaluation with the Regional Medical Director or designate.
- 2.4 Upon meeting the above requirements for cross certification, the Regional Medical Director (RMD) or designate shall certify the paramedic.

PROCEDURE

3.0 The Employer will notify the RBHP through an online form at the earliest opportunity to confirm any paramedic candidates who may be eligible for cross certification and the earliest date they will be available for new certification orientation (at least twelve (12) business days' advanced notice is requested).

- 4.0 If the paramedic candidate being employed or retained by the Employer is currently or was certified with another RBHP within the last 10 years, a cross certification form must be completed at least ten (10) business days prior to any scheduled certification event.
- 5.0 Each cross certification form will be reviewed by the RBHP, who will perform a gap analysis based on the paramedic candidate's current level of certification and the requested level of certification as it relates to auxiliary medical directives.
- 6.0 This may result in an individualized education plan that will be facilitated at a mutually agreed-upon time between the Employer and the RBHP. The certification requirements (if any), based on the gap analysis, will be provided in writing to each paramedic and the employer within ten (10) business days upon receipt of the completed cross certification form.
- 7.0 The RBHP will provide any required pre-course materials to each paramedic candidate once the orientation is confirmed. Materials may be distributed in a format as determined by the RBHP. Successful completion of all pre-course materials is required prior to attending the orientation day.
- 8.0 RBHP orientation may include:
- 8.1 An introduction to the RBHP policies applicable to the paramedic candidate (i.e., certification, maintenance of certification, quality assurance and audit process, continuing medical education (CME), and an overview of the RBHP organization);
 - 8.2 All auxiliary medical directives performed by paramedics with their Employer;
 - 8.3 RMD or designate directed scenarios and skills assessment.
- 9.0 The RBHP will notify the paramedic candidate and the Employer of the results in writing within three (3) business days.
- 10.0 A certification letter will be issued to the paramedic and the employer within the Paramedic Portal of Ontario, which will include the paramedic's scope of practice and certification expiry date.

REFERENCES

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

SWORBHP New Certification – Primary and Advanced Care Paramedic Policy