

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: May 2025
Original Effective Date:	April 2011	Date Reviewed: May 2026

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, provided the paramedic has no outstanding patient care concerns and maintains their certification as defined in [Section 5 – 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's new certification orientation and evaluation (a minimum of twelve (12) business days' advanced notice is requested).
2. The Employer shall provide written confirmation through the RBHP New Certification Form, located on the Paramedic Portal of Ontario, 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. Based on the Orientation and Testing Schedule for the current year provided by the RBHP, 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 training and testing for a paramedic may include, but not be limited to:
 - a. a review of all core medical directives for the level the paramedic is seeking certification and authorization for;
 - b. an introduction to the RBHP policies and procedures applicable to the paramedic and an overview of the RBHP organization;
 - c. training on 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.

- For PCP candidates: Simulations will have a time limit of twenty (20) minutes per station. Twelve (12) minutes will be dedicated to the assessment itself, with the remaining eight (8) minutes to permit raters to complete their documentation, reset their respective stations, and permit the candidates to move to the next station/scenario.
 - For ACP candidates: Simulations will have a time limit of twenty-five (25) minutes per station. 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 within three (3) business days upon completion of the training and testing.
 9. Successful completion of training and testing will result in the RBHP RMD authorization to perform the specified advanced medical procedures (including controlled acts) during the consolidation period.
 10. 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 it will only be undertaken at 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.
 11. A candidate may complete multiple testing attempts within a certification year. The first two (2) testing attempts will take place at the Regional Base Hospital Program (RBHP). The RBHP does not place a maximum limit on the number of testing attempts a candidate may take to be successful.

In cases where a 3rd testing attempt is requested by the Employer, the option will be given to said Employer to either have the candidate complete the testing at SWORBHP, OR the Employer can request that the testing event be completed at another RBHP. Should the Employer request that the candidate test at another RBHP, three things must be considered:

- a. The testing date/time will be determined based on the availability at the other RBHP, recognizing that the priority is for paramedics certified in the RBHP's given region.
- b. The other RBHP must be utilizing the same certification testing model as SWORBHP
- c. Any associated costs incurred as a result of paramedic testing outside of SWORBHP will be the sole responsibility of the Employer and will not be reimbursed by SWORBHP.

After three (3) testing attempts, it is at the Employer's discretion whether the candidate will be presented for subsequent testing.

After three (3) unsuccessful testing attempts, a candidate must provide evidence of significant remediation in order to be eligible for subsequent testing.

12. If an unsuccessful candidate with an ongoing offer of employment wishes to appeal their result, they may do so by submitting a written request to the RBHP. The request must be submitted within five (5) business days of the candidate receiving their certification results. The candidate must clearly delineate the reason for the appeal. Appeals will only be considered based on the following:
- In the opinion of the candidate, due process was not followed by the RBHP or designates
 - New information has become available that may have an impact on the certification decision
- Appeals will be reviewed and decided by the RBHP Medical Council. These decisions are considered final and will be communicated in writing to the candidate and the Employer within ten (10) business days of the RBHP receiving notice of appeal.
- If the appeal is deemed to be justified, the previous certification result will be considered void.
13. For PCP Candidates:
- In an effort to help with service recruitment, SWORBHP will conduct PCP certification testing events on individuals who are currently still completing the final stages of their college education.
 - However, medical delegation or "Active/Authorized" status will not be granted or take effect until notice has been received that the individual has completed all classes and/or final clinical placement.
 - Services are encouraged to facilitate documentation from colleges indicating what date this will occur on, and SWORBHP can then ensure certification letters are issued commencing on said date.
13. For ACP Candidates:
- Paramedics authorized to proceed to consolidation will be required to adhere to the RBHP Advanced Care Paramedic Consolidation policy before full new certification is granted.
 - A paramedic seeking certification as an Advanced Care Paramedic (ACP) must successfully complete the Ministry of Health's ACP examination in order to be certified as an ACP.
 - If a paramedic has taken the ACP examination but has not yet received their results, SWORBHP will grant **Temporary ACP Candidate certification**. This allows the paramedic to practice as an ACP and perform the specified advanced medical procedures outlined in their certification letter **with the exception of performing Schedule 3 acts**.
 - Once SWORBHP is notified that the paramedic has successfully passed the ACP examination, their certification will be updated to **Full ACP certification**. This will allow the paramedic to practice as an ACP and perform the specified advanced medical procedures outlined on their certification letter, **including Schedule 3 acts**.
14. 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 by utilizing the RBHP Quality Assurance and Investigation Procedure.
15. Upon successful completion, 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. The certification year runs from February 1st to January 31st of the following calendar year.

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)

SWORBHP New Certification Form

SWORBHP Cross Certification Procedure & Form

SWORBHP Advanced Care Paramedic Consolidation Policy

SWORBHP Quality Assurance Procedure