


<b>Title: On-line Medical Control – Primary Care Paramedic</b>	<input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> SOP
<b>Category:</b> Medical Control <b>Dept/Prog/Service:</b> Base Hospital Program	<b>Distribution:</b> NW Region Ambulance Operators & Paramedics, Thunder Bay CACC, Kenora CACC, TBRHSC Emergency Department, Base Hospital Physicians
<b>Approved:</b> Program Medical Director & Program Manager <b>Signature:</b> 	<b>Approval Date:</b> Nov 2005 <b>Reviewed/Revised Date:</b> May, 2017

**CROSS REFERENCES:** On-line Medical Control ACP (MC-100B); On-Line Medical Control PCP Back-up (MC-100A); On-line Medical Control (MC-100D)

## 1. PURPOSE

The purpose of this policy is to clarify the procedure for the Primary Care Paramedic when attempting to contact the Base Hospital Physician (BHP). If your initial attempt to contact the BHP is unsuccessful you will proceed with the “Back-up Procedure” Policy MC 100A for on-line medical control in your area.

## 2. POLICY STATEMENT

A request for the BHP may be required as in the medical directive/standing order, or it may be as requested by the Paramedic at anytime they feel it is necessary. It must be clear that the existence of a medical directive/ standing order does not prohibit the Paramedic or BHP consultation prior to, or after, instituting a procedure.

Controlled medical acts may only be performed if they are: WITHIN YOUR SCOPE OF PRACTICE and DIRECTED BY A CERTIFIED BASE HOSPITAL PHYSICIAN.

## 3. DEFINITIONS

- i. Ambulance Call Report (ACR): is either a written or electronic and contains all the required documentation and information as per the Ontario Ambulance Documentation Standards
- ii. Controlled Act: as set out in subsection 27 (2) of the Regulated Health Professions Act, 1991
- iii. Paramedic: as defined in subsection 1(1) of the Ambulation Act Ontario Regulation 257/00
- iv. Primary Care Paramedic (PCP): as defined in subsection 8 (1) of the Ambulation Act Ontario Regulation 257/00
- v. Advanced Care Paramedics (ACP): defined in subsection 8 (2) of the Ambulation Act Ontario Regulation 257/00

## 4. PROCEDURE

### REQUESTING A PATCH

Thunder Bay Districts  
City of Thunder Bay  
Kenora District  
Rainy River District  
Note: Excludes Armstrong.

- I. The PCP will contact their local CACC (Kenora or Thunder Bay) by radio and request a “Base Hospital Physician patch”.

- II. Wait for dispatch direction. They will confirm the proper channel to receive the patch on and they will confirm the connection with the BHP (i.e. Go ahead, Dr \_\_\_\_\_ is on the line")
- III. If, after 2 reasonable attempts to contact CACC by radio, you are unsuccessful\*, you will proceed to your back-up procedure for your area.

### DELIVERY OF THE PATCH

- I. Confirm the connection is adequate and then identify yourself.
- II. Identification to the BHP will include:
  - i. your name
  - ii. level of training (PCP)
  - iii. vehicle number
  - iv. location ( Ignace, Marathon or Red Lake for example)
- III. Proceed with the patch
- IV. Include the ETA to your destination at the end of your patch

### DOCUMENTING THE PATCH

- I. Document the patch information onto the ACR after the call.
- II. Documentation of each patch made will include:
  - i. time of patch request (incl. unsuccessful attempts\*)
  - ii. time patch received
  - iii. order(s) given
  - iv. Physician who gave the order(s)
  - v. attach the BHP Log Form to the ACR, if possible

**NOTE:** You must document any unsuccessful attempts to contact the BHP onto the ACR and include the time each attempt was made. When there are failed attempts to contact the BHP \*A *CONTROLLED MEDICAL ACT INCIDENT REPORT MUST BE SUBMITTED TO BASE HOSPITAL WITH THE ACR*. This will confirm your attempts to contact the BHP, and it will allow Base Hospital to correct any deficiencies with the on-line medical control process. There are copies of this form in the paramedic documentation room in Thunder Bay RHSC and at each COTB Ambulance Base. It is also available on the Base Hospital website.

**NOTE:** The Physician who gave you the order(s) is responsible to fill out the Base Hospital Physician Log Form. This form can be found at the physicians' desk in C Area. When completed this form will verify any order(s) you were given. It is part of your legal ACR documentation; however, it will be collected and attached to the ACR by a Base Hospital Staff Member.

Should the transport of the patient not end at the TBRHSC, such as would occur when in Red Lake or Manitowadge, Base Hospital staff will attempt to locate the BHP Log Form and match it with the ACR you submit.

## **5. RELATED PRACTICES AND/OR LEGISLATIONS**

- i. *Ambulance Act (Ontario) and Ontario Regulation 257/00*
- ii. *Emergency Health Services Branch (EHSB), Ontario Ministry of Health and Long-term care (MOHLTC) and Thunder Bay Regional Health Sciences Centre (TBRHSC) Performance Agreement (PA), 2008*

## **6. REFERENCES**

- i. *Current EHSB MOHLTC Basic Life Saving (BLS) & Advanced Life Saving (ALS) Patient Care Standards(PCS)*
- ii. *Current EHSB MOHLTC Ontario Ambulance Documentation Standards*