

<b>Title:</b> Initial Certification	<input type="checkbox"/> Policy	<input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> SOP
<b>Category:</b> Certification <b>Dept/Prog/Service:</b> Northwest Region Prehospital Care Program	<b>Distribution:</b> NW Region Ambulance Operators & Paramedics		
<b>Approved:</b> NWRPCP Medical Director & Program Manager	<b>Approval Date:</b>		January 2009
	<b>Reviewed/Revised Date:</b>		January 2020

**CROSS REFERENCES:** Maintenance of Certification (CERT-200), Cross Certification (CERT-300), Consolidation (CERT-400), Return to Practice (CERT-500), Remediation (CERT-600), Unsuccessful Certification (CERT-700), Decertification (CERT-800), Pre-requisite Mandatory Requirements (CERT-900), Global Rating Scale (FM-CERT-01), Request for Initial Certification (FM-CERT-02)

## 1.0 PURPOSE

1.0 This policy refers to Northwest Region Prehospital Care Program (NWRPCP) process for initial certification for any new hire paramedic.

## 2.0 POLICY STATEMENT

2.1 In Ontario, there are three levels of qualification for paramedics which lead to Certification as a Primary Care Paramedic (PCP) Advanced Care Paramedic (ACP), and Critical Care Paramedic (CCP). The qualification for each is set out in Ontario Regulation 257/00 made under the Ambulance Act, RSO 1990, c A-19. The qualifications for each include a requirement that the paramedic be authorized by a Medical Director of a Regional Base Hospital (RBH) to perform the controlled acts set out in Schedules 1, 2 and 3 to O. Reg 257/00.

## 3.0 SCOPE

3.1 The following initial certification applies to Paramedics who are seeking certification from a RBH, who are not currently certified.

## 4.0 DEFINITIONS

4.1 **Certification:** the process by which paramedics receive authorization from a Medical Director to perform controlled acts and other advanced medical procedures in accordance with the current Advanced Life Support (ALS) Patient Care Standards (PCS).

4.2 **AEMCA or AEMCA Pending:** Paramedic is seeking certification following the completion of an approved paramedic program **AND** has no current certification with another RBH. Employer is therefore requesting initial certification of new hire with no current certification history or current EMS work history for reference.

## **5.0 PROCEDURE**

- 5.1 Initial certification testing provided by NWRPCP will occur in the City of Thunder Bay
- 5.2 The Paramedic candidate shall be employed or retained by an EMS Service Operator/Employer
- 5.3 The Employer will alert the NWRPCP a minimum of 90 days prior to the expected certification date and contact a Clinical Educator (CE) as necessary to make arrangements
- 5.4 The Employer and Paramedic candidate shall complete and submit the Request for Certification form to the NWRPCP within 10 business days prior to certification date(s), Form FM-CERT-02.
- 5.5 The Paramedic candidate will be contacted by the NWRPCP regarding their certification plan once the request for hire process is deemed complete/approved.
- 5.6 The Paramedic candidate shall successfully complete an evaluation by the NWRPCP and any orientation/training required. The evaluation may include:
  - 5.6.1 An assessment of knowledge and skills;
  - 5.6.2 A scenario evaluation;
  - 5.6.3 An oral interview with the Program Medical Director (PMD) or designate.
- 5.7 The Global Rating Scale (FM-CERT-01) is the standardized testing format utilized by the NWRPCP for initial certification.
- 5.8 Upon meeting the above requirements for initial certification, the PMD shall certify and authorize the Paramedic candidate
- 5.9 Should the paramedic candidate be unsuccessful in their scenario evaluation, the CE is responsible to notify the NWRPCP Manager and PMD. The Paramedic candidate will receive one further date for evaluation at the discretion of NWRPCP.
- 5.10 The Employer will be notified of Paramedic candidate status once the certification process is complete.

## **6.0 REFERENCES**

- 6.1 Ambulance Act and Ontario Regulation 257/00
- 6.2 Emergency Health Services Branch Ministry of Health and Long-Term Care: Advanced Life Support Patient Care Standards