

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

CROSS REFERENCES: Initial Certification (CERT-100), Maintenance of Certification (CERT-200), Consolidation (CERT-400), Return to Practice (CERT-500), Remediation (CERT-600), Unsuccessful Certification (CERT-700), Decertification (CERT-800), Pre-requisite Mandatory Requirements (CERT-900), OBHG Cross Certification (FM-ERT-04)

1.0 Purpose

- 1.1 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 a RBHP and has no unresolved patient care investigations in that RBHP, who are seeking certification from another RBHP.

2.0 Policy Statement

- 2.1 The Ministry of Health and Long Term Care (MOHLTC) Emergency Health Services Branch (EHSB) publishes the Advanced Life Support Patient Care Standards (ALS PCS) with amendments from time to time. The Certification Standard is Appendix 6 of the ALS PCS and outlines definitions, processes and requirements of parties involved in the Certification and Authorization of Ontario Paramedics. The ALS PCS Appendix 6 will serve as the policy as related to Cross Certification.
- 2.2 The following requirements apply with respect to Paramedics who are already certified and who are seeking Certification by a Medical Director in another RBHP.
- 2.2.1 The Paramedic shall be employed or retained by an Employer within the specified catchment area.
- 2.2.2 The Paramedic shall complete a form provided by the prospective RBHP that includes the following:
- 2.2.2.1 a list of all RBHPs under which the Paramedic has received Certification within the ten (10) year period immediately preceding the application;
- 2.2.2.2 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;
- 2.2.2.3 status of all current Certifications from all RBHPs; and
- 2.2.2.4 written permission for the prospective RBHP to obtain information in writing from other physicians, other programs, etc. regarding the Paramedic's previous practice.
- 2.2.3 The Paramedic shall successfully complete an evaluation by the prospective RBHP and any orientation and training required by the prospective RBHP. The evaluation may include:
- 2.2.3.1 an assessment of knowledge and skill;
- 2.2.3.2 scenario evaluation; and
- 2.2.3.3 oral interview or clinical evaluation with the Medical Director or designate.
- 2.3 Upon meeting the above requirements for Cross Certification, the Medical Director shall certify the Paramedic.

3.0 External References

- 3.1 Ministry of Health and Long Term Care (MOHLTC); Emergency Health Regulatory & Accountability Branch Advanced Life Support Patient Care Standards Appendix 6 as updated from time to time.
- 3.2 Ontario Regulation (O.Reg.) 257/00

4.0 Definitions

- 4.1 Authorization: means written approval to perform Controlled Acts and other advanced medical procedures requiring medical oversight of a Medical Director;
- 4.2 Certification: means the process by which Paramedics receive authorization from a Medical Director to perform Controlled Acts and other advanced medical procedures in accordance with the ALS PCS;
- 4.3 Deactivation: means the temporary revocation, by the Medical Director, of a Paramedic's Certification;
- 4.4 Decertification: means the revocation, by the Medical Director, of a Paramedic's Certification;
- 4.5 Employer: means an ambulance service operator certified to provide ambulance services as defined in the *Ambulance Act*;
- 4.6 Medical Director: means a physician designated by a Regional Base Hospital and the Medical Director of the RBHP;
- 4.7 Paramedic: means a paramedic as defined in subsection 1(1) of the *Ambulance Act*, and for the purposes of this Standard a reference to the term includes a person who is seeking Certification as a Paramedic, where applicable;
- 4.8 RBHP: means a base hospital program as defined in subsection 1(1) of the *Ambulance Act*.

5.0 Procedure

- 5.1 The Employer will notify their RBHP in writing or through an online form where available at the earliest opportunity to confirm any new Paramedics being employed who may be eligible for Cross Certification, and the earliest date they will be available for orientation (at least ten business days advanced notice is requested).
- 5.2 If the Paramedic being employed or retained by the Employer is currently certified with another RBHP, a Cross Certification Form (FM-CERT-04) must be completed at least ten (10) days prior to any scheduled certification event. A Base Hospital Program may choose to integrate this form within a local electronic process. Add link where relevant.
- 5.3 Each application for Cross Certification will be reviewed by the Regional Base Hospital Program. The RBHP will perform a gap analysis based on the Paramedic's current level of Certification and the requested level of Certification as it relates to auxiliary medical directives.
- 5.4 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 Employer within ten (10) business days upon the receipt of the completed Cross Certification Form (FM-CERT-04).
- 5.5 The RBHP will provide any required pre-course materials to each Paramedic 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.
- 5.6 RBHP orientation may include:
 - 5.6.1 an introduction to RBHP policies applicable to the Paramedic;
 - 5.6.2 all auxiliary medical directives performed by Paramedics in that Service, excluding PCP autonomous IV;
 - 5.6.3 Medical Director or delegate directed scenarios; and/or
 - 5.6.4 skills assessment.
- 5.7 The RBHP will notify the Paramedic and Employer of the results in writing within three (3) Business Days.
- 5.8 A Certification and Authorization letter will be issued for the Paramedic and Employer, which will include the Paramedic scope of practice and certification expiry date.

6.0 Developed by

6.1 Ontario Base Hospital Group

7.0 Approved By

- 7.1 Regional Base Hospital Programs of Ontario
 - 7.1.1 Central East Prehospital Care Program;
 - 7.1.2 Centre for Paramedic Education and Research;
 - 7.1.3 Health Sciences North Centre for Prehospital Care;
 - 7.1.4 ORNGE Base Hospital;
 - 7.1.5 Northwest Region Prehospital Care Program;
 - 7.1.6 Regional Paramedic Program for Eastern Ontario;
 - 7.1.7 Southwest Ontario Regional Base Hospital Program and
 - 7.1.8 Sunnybrook Centre for Prehospital Medicine.