

Title: Paramedic Unsuccessful Certification	<input type="checkbox"/> Policy <input type="checkbox"/> Procedure <input checked="" type="checkbox"/> SOP
Category: Certification Dept/Prog/Service: NW 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), Cross Certification (CERT-300), Consolidation (CERT-400), Return to Practice (CERT-500), Remediation (CERT-600), Decertification (CERT-800), Pre-requisite Mandatory Requirements (CERT-900)

1.0 POLICY STATEMENT

This policy will outline the process for when a written or practical component of maintenance of certification, remedial, or reactivation process has been deemed unsuccessful.

2.0 DEFINITIONS

- 2.1 Paramedic: as defined in subsection 1(1) of the Ambulance Act Ontario Regulation 257/00
- 2.2 Primary Care Paramedic (PCP): as defined in subsection 8 (1) of the Ambulance Act Ontario Regulation 257/00
- 2.3 Advanced Care Paramedics (ACP): defined in subsection 8 (2) of the Ambulance Act Ontario Regulation 257/00
- 2.4 Maintenance of Certification (MOC): defined as mandatory annual or biannual face to face sessions which include but are not limited to practical skills and scenarios

3.0 PROCEDURE

3.1 Written Evaluation

- 3.1.1 Each written evaluation may be challenged to a maximum of three times, if necessary. The third re-write of any written evaluation is the final re-write.
 - 3.1.1.1 If a paramedic is unsuccessful in the first attempt at any of the required evaluation they will be required to complete the second attempt within seven days of the first. A successful written evaluation is deemed equal to 70 % or greater.
 - 3.1.1.2 If a paramedic is unsuccessful in the second attempt the Clinical Educator (CE) will discuss and review the written evaluation. The paramedic will be required to complete a third written evaluation attempt within 14 days following review of the second written evaluation.
 - 3.1.1.3 If a paramedic is unsuccessful in the third attempt the PMD and CE will review the written evaluation and discuss a plan that may include the following:
 - 3.1.1.3.1 The paramedic will be required to complete a directed remedial education plan.

3.2 Practical Evaluation

- 3.2.1 Maintenance of Certification (CME, Return to Practice and/or Remediation)

Practical evaluation may be attempted to a maximum of four times, if necessary, for maintenance of certification (MOC). Note: Details regarding the location for any subsequent

practical evaluation will be discussed on a case by case basis and will be at the discretion of the PMD and Program Manager

3.2.1.1 If a paramedic is unsuccessful in the first attempt to complete any part of the mandatory MOC practical evaluation, the paramedic will be offered a second attempt within seven days.

3.2.1.2 If a paramedic is unsuccessful in the second attempt to complete mandatory MOC the Clinical Educator (CE) will discuss and review the practical evaluation. The paramedic will be required to complete a directed remedial education plan. The paramedic will be required to complete a third practical evaluation and remedial education within 14 days if possible.

3.2.1.3 If unsuccessful in the third attempt to complete mandatory MOC practical evaluation the paramedic will be deactivated. Prior to the fourth and final attempt the following steps may occur:

3.2.1.3.1 An approved self-directed education plan will be required by the PMD, which must be successfully completed prior to the fourth and final re-test.

3.2.1.3.2 The education plan may include, but may not be limited to education delivered by an outside agency such as a College.

3.2.1.3.3 All expenses incurred with the completion of an approved self-directed education plan are the responsibility of the paramedic.

3.2.1.3.4 Time lines for completion and content of an approved self-directed education plan will vary as each education plan will be developed on an individual basis

3.2.1.4 The fourth and final attempt at the practical evaluation will be offered to the paramedic following successful completion of the approved self-directed education plan.

3.2.1.5 Should the final attempt at the practical evaluation be deemed unsuccessful for MOC a meeting with the PMD will be required to determine next steps.

4.0 RELATED PRACTICES AND/OR LEGISLATIONS

4.1 Ambulance Act (Ontario) and Ontario Regulation 257/00

4.2 Emergency Health Regulatory and Accountability Branch (EHRAB), Ontario Ministry of Health and Long-term care (MOHLTC) and Thunder Bay Regional Health Sciences Centre (TBRHSC) Performance Agreement (PA), 2008

5.0 EXTERNAL REFERENCES

5.1 Ministry of Health and Long Term Care (*MOHLTC*); Emergency Health Regulatory and Accountability Branch (EHRAB) Advanced Life Support Patient Care Standards (ALS PCS), Appendix 6, as it is updated from time to time.

5.2 Ontario Regulation (O.Reg) 257/00