

Title: Academic Certification – Primary or Advanced Care Paramedic	<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure <input type="checkbox"/> SOP
Category: Certification Dept/Prog/Service: Northwest Region Prehospital Care Program	Distribution: NW Region EMS; Confederation College
Approved: NWRPCP Medical Director & Program Manager	Approval Date: January 2022 Reviewed/Revised Date: n/a Next Review Date: n/a

1.0 PURPOSE

1.1 This policy refers to Northwest Region Base Hospital Program (NWRBHP) process for Academic Certification for Primary and Advanced Care Paramedic students.

2.0 POLICY STATEMENT

2.1 This policy details the procedures for the provision and authorization to perform controlled acts and advanced medical procedures to a Primary Care or Advanced Care paramedic student under the authority of the Northwest Region Prehospital Care Program (NWRPCP) Medical Director as per Ontario Regulation 257/00, Part III, s.8. (2)(c), and Part VI, s. 14 (2). These procedures specify the requirements for the College/Academic institute, the paramedic student, the Service Operator and the NWRPCP. Failure to comply with all aspects of this policy may result in the denial or suspension of academic certification at the discretion of the Program Medical Director.

3.0 SCOPE

3.1 The following certification process applies to Primary Care or Advanced Care paramedic students who are currently enrolled at an affiliated college/academic institute, and have completed the didactic and clinical training requirements, as specified by the college/academic institute, necessary to proceed to the preceptorship (field placement) phase of training.

4.0 DEFINITIONS

4.1 Academic Certification: the process by which paramedic students receive authorization from a Program Medical Director to perform controlled acts and other advanced medical procedures in accordance with the current Advanced Life Support Patient Care Standards (ALS PCS) and per Ontario Regulation 257/00, Part III, s.8. (2)(c), and Part VI, s. 14 (2).

4.2 Advanced Medical Procedures: Medical Procedures listed within the ALS PCS that are not controlled acts.

4.3 Affiliated College (college): a college or educational institute that is recognized by the NWRPCP through a formal educational partnership agreement.

4.4 Authorization: written approval to perform controlled acts and advanced medical procedures requiring medical oversight of a Program Medical Director.

4.5 Controlled Act: as set out in subsection 27(2) of the Regulated Health Professions Act, 1991

4.6 Delegation: The authorization by a Program Medical Director to paramedics for the provision of controlled acts.

4.7 Program Medical Director: a physician designated by a Regional Base Hospital as the lead Medical Authority of the NWRPCP.

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- 4.8 Service Operator: an organization or agency, certified to deliver the provision of land ambulance services as defined within the Ambulance Act.

5.0 PROCEDURE

- 5.1 The college/academic institute will notify the NWRPCP at the earliest opportunity to confirm any new paramedic students requiring Academic Certification, and the earliest date they will be available for the certification process.
- 5.2 The college/academic institute will provide written confirmation that the paramedic student meets all qualifications for final preceptorship.
- 5.3 The college/academic institute and NWRPCP will determine a mutually agreeable schedule for Academic Certification.
- 5.4 The college/academic institute will provide the contact information (email address) of the program coordinator, or designate, to be copied on all communication from the NWRPCP to the paramedic students.
- 5.5 The college/academic institute will provide a contact email address for each paramedic student prior to the Academic Certification process.
- 5.6 The college/academic institute will notify the NWRPCP within three (3)-business days of any changes to the paramedic student's academic enrollment or status that affects their certification status.
- 5.7 The NWRPCP will notify the paramedic student, the college/academic institute and service operator within one business day of any changes to the paramedic student's certification status that affects their ability to perform controlled acts or advanced medical procedures.
- 5.8 If indicated, the NWRPCP will guide and/or provide any required pre-course material to the paramedic student once the certification date has been confirmed.
- 5.8.1 Successful completion of all pre-course material is required prior to attending any Academic Certification process.
- 5.9 If Academic Certification is indicated, the process will include, at the discretion of the Program Medical Director:
- 5.9.1 The provision of a written knowledge examination based on the most current version of the ALS PCS, applicable to the specific scope of practice of the candidate.
- 5.9.2 An introduction to the NWRPCP policies applicable to the paramedic student (i.e. Program overview, Certification, Medical Oversight, Quality Assurance, and Professional expectations).
- 5.9.3 A review of ALS PCS Core Medical Directives including authorized Auxiliary Medical Directives and any applicable updates.
- 5.9.4 Approved simulated patient care evaluations.
- 5.9.4.1 The Global Rating Scale is the standardized testing format utilized by the NWRPCP for all initial certifications (FM-CERT-01).
- 5.9.4.2 Procedural skills assessment (applicable to the candidate's scope of practice).
- 5.10 All certification testing will occur in the City of Thunder Bay at a mutually agreed upon location
- 5.11 Certification fees may be applied to either the college/academic institute or the paramedic student as determined by the formal education partnership agreement.

- 5.12 Any form of academic misconduct, as defined by the college/academic institute will result in the immediate withdrawal of the candidate's consideration for academic certification, and/or the termination of any currently authorized academic certification. The college/academic institute will immediately notify the NWRPCP Program Medical Director and service operator (if applicable) of any instances involving academic misconduct.
- 5.13 Upon completion of the Academic Certification process, the NWRPCP will notify the paramedic student, the college/academic institute and the service operator of the results.
- 5.14 Successful candidates will be authorized by the NWRPCP, Program Medical Director to perform controlled acts and/or advanced medical procedures, specific to the paramedic student's scope of practice, while under the direct supervision of a certified paramedic of the same scope of practice.
- 5.15 Unsuccessful candidates will receive the opportunity for one subsequent attempt at academic certification as per NWRPCP policy (CERT 100 - Initial Certification).
- 5.15.1 Primary Care Paramedic students who are unsuccessful in their retest attempt may proceed with their preceptorship/field placement phase of training, however, they will not be authorized to perform controlled acts or advanced medical procedures.
 - 5.15.2 Advanced Care Paramedic students who are unsuccessful in their retest attempt will not be permitted to proceed with their preceptorship phase of training.
 - 5.15.3 A third and final attempt at Academic Certification may be requested by the Advanced Care Paramedic Program Coordinator, or delegate, following the completion of a remediation-learning plan approved by the NWRPCP. Approval for a third attempt will be at the Program Medical Director's discretion.
 - 5.15.4 The development of a remediation-learning plan will be the responsibility of the college/academic institute.
 - 5.15.5 All costs associated with a third attempt at Academic Certification will be the responsibility of the college/academic institute.
- 5.16 Certification will be granted by the NWRPCP's Program Medical Director in the form of a certification letter.
- 5.16.1 All successful student candidates will receive a notification of their issued certification letter by direct email from NWRPCP.
 - 5.16.2 Certification letters are accessible to each student on their MedicNet profile.
 - 5.16.3 Certification letters will be provided to the college/academic institute's Program Coordinator or delegate.
- 5.17 Academic Certification for Advanced Care paramedic students will contain restrictions placed on all Schedule 3 Acts as listed in the Ontario Regulation 257/00.
- 5.18 The college/academic institute will provide the NWRPCP with a final list of successful candidates along with the names of their PCP/ACP preceptors.
- 5.18.1 Arrangements of shifts and mentors will be the responsibility of the college/academic institute and service operator.
- 5.19 The Academic Certification will expire at the culmination of the preceptorship phase of training but will be validated upon notification that the paramedic student has received an offer of employment by a service operator adhering to the Ontario Regulation 257/00 Part III Subsection 5 (4), within 90 days from completion of field placement.

6.0 QUALITY ASSURANCE

- 6.11 Issues of non-compliance identified through the NWRPCP quality assurance process (chart audit review) may require additional information from the paramedic crew resulting in the generation of an Ambulance Call Evaluation (ACE). Dependent on the level of detail required, a call review may be requested by the Program Medical Director, or delegate to discuss the case in more detail. Paramedic students are not required or permitted to attend a call review process however, they will be provided with any educational teaching points delivered during the review.
- 6.12 Any/all correspondence through the ACE will remain the responsibility of the fully certified paramedic(s) (NWRPCP QM 400 Paramedic Response and Administrative Requirements)
- 6.13 Paramedic students may complete the Ambulance Call Report at the discretion of their preceptor and in compliance with the applicable service operator's internal policy.
- 6.14 Adherence to, documentation of, and signing for, a Controlled Medical Act is the responsibility of the paramedic or paramedic student who has performed the Controlled Medical Act.
- 6.15 Paramedic students who hold Academic Certification may only deliver patient care involving controlled acts and/or advanced medical procedures while under the direct supervision of a certified paramedic. At no time is the paramedic student to assume full responsibility for patient care or, to be left unattended with a patient.

7.0 REFERENCES

- Ambulance Act and Ontario Regulation 257/00
- Emergency Health Services Branch Ministry of Health and Long-Term Care: Advanced Life Support Patient Care Standards Version 4.9