

## CENTRE FOR PREHOSPITAL CARE PROCEDURE

|                                                                      |                                   |                    |
|----------------------------------------------------------------------|-----------------------------------|--------------------|
| <b>CATEGORY:</b> Program Specific                                    | <b>REVIEW DATE:</b> February 2026 |                    |
| <b>ISSUE DATE:</b> April 2019                                        | <b>REVISION DATE:</b> Feb. 2026   |                    |
| <b>SUBJECT: COMPETENCY ASSESSMENT INDEPENDENT PARAMEDIC PRACTICE</b> |                                   |                    |
| <b>ARCHIVE DATE:</b>                                                 |                                   | <b>Page 1 of 3</b> |

|                                                                                                                                                                                                |                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>Document Owner:</b> Regional Education & Certification Coordinator                                                                                                                          | <b>Name:</b> Luc Simard           |
| <b>Update Schedule:</b> Annually.                                                                                                                                                              |                                   |
| <b>Stakeholder Consultation and Review:</b><br>HSN CPC Quality of Care Committee                                                                                                               | <b>Date:</b><br>February 18, 2026 |
| <b>Approval:</b> Corey Petrie, Chair, HSN CPC Council Committee<br> | <b>Date:</b> February 18, 2026    |

*Note: Electronic signatures must be embedded as a .jpeg or .png image then saved as a PDF before posting on the Intranet.*

**\*\*During a global pandemic, competency assessments for independent practice may vary from what is outlined below\*\***

### PURPOSE:

To define the process that HSN CPC utilizes for competency assessments leading to initial certification with a Base Hospital

### POLICY STATEMENT

HSN CPC will determine any candidate's competency for independent paramedic practice using a seven (7) station simulation process using the Global Rating Scale for the Assessment of Paramedics.

### PROCEDURE

The prerequisites to qualify for independent assessment include any or all of the following:

- Advanced Emergency Medical Care Assistant (AEMCA) or AEMCA pending with valid supporting documentation;
- Currently employed by an Emergency Medical Service (EMS) Operator, or have a letter of offer within the area of oversight of HSN CPC;
- The EMS Operator must submit an HSN CPC Request for Certification Form no later than one (1) week prior to the proposed certification date;
- Requests submitted fewer than one (1) week in advance, including requests submitted during the week of the scheduled certification, will not be accommodated and will result in the candidate being deferred to the next available Global Rating Scale (GRS) assessment date;
- The candidate must be in good standing with the EMS College and not undergoing an appeal process
- The employer shall further ensure that each candidate is eligible for certification as per the Ambulance Act, Ontario Regulation 257/00.

**CATEGORY:** Program Specific

**SUBJECT: COMPETENCY ASSESSMENT-INDEPENDENT PARAMEDIC PRACTICE**

---

## Method

1. The CPC will assess candidates who have been sponsored by an employer to attempt the initial certification process as per the “*Provision of Service*” clause in the Performance Agreement and in accordance with O.Reg. 257/00.
2. Candidates seeking cross certification will have their files referred to the appropriate Paramedic Practice Coordinator (PPC) for an in depth gap analysis. Candidates will meet with their appropriate PPC to address any identified gaps and to complete orientation to the HSN CPC and a skills based knowledge assessment.
3. The CPC will also utilize the methodology described in this policy for remedial purposes or Paramedic Return to Practice with ≥36 months of clinical inactivity, if and when required as per the Annual Assessment Standard for Maintenance of Certification, Paramedic Reactivation Standard and the most current ALS Patient Care Standards Section 5 - Certification Standard.
4. New certification candidates will be required to complete the online learning modules located on the Paramedic Portal of Ontario ([www.paramedicportalontario.ca](http://www.paramedicportalontario.ca)) and complete any further orientation and training they may require prior to attending an assessment event.
5. Assessment events will be deployed utilizing one (1) of the Four (4) models based on logistical and human resource requirements:
  - a. **Hosted by HSN CPC**
  - b. **Collaboration with a recognized Ontario Academic Institution (EMS College)**
  - c. **Collaboration with other Base Hospital(s)**
  - d. **Virtual Objective Structured Clinical Evaluation (VOSCE) also know as a Alternate Certification Process \*requires QCC approval and reserved for unusual circumstances such as a pandemic\***
6. Each candidate will undergo seven (7) standardized simulations involving actual, authentic and complete clinical cases (*i.e.: not isolated, decontextualized skill stations*) using standardized patients (*live actors*) whenever possible. Each encounter will be evaluated by a Global Rating Scale (GRS) trained rater of the Base Hospital Program or designate. Stations maybe recorded and will represent authentic patient care situations including appropriate equipment to support and promote the highest degree of validity. Appropriate levels of fidelity simulation will be utilized during the event.
7. Simulations will have a time limit of twenty (20) minutes per station for Primary Care Paramedic candidates and twenty-five (25) minutes per station for Advanced Care Paramedic candidates.
  - a) For PCP candidates: Within the twenty (20) minute timeframe, twelve (12) minutes will be dedicated to the assessment itself, with the remaining eight (8) minutes to permit raters to complete their documentation, reset their respective stations and to permit the candidates to move to the next station.
  - b) For ACP candidates: Within the twenty five (25) minute timeframe, fifteen (15) minutes will be dedicated to the assessment itself, with the remaining ten (10) minutes to permit raters to complete their documentation, reset their respective stations and to permit the candidates to move to the next station.

**CATEGORY:** Program Specific

**SUBJECT: COMPETENCY ASSESSMENT-INDEPENDENT PARAMEDIC PRACTICE**

---

8. Success will be achieved by obtaining a score of 4.1 or greater on each domain.
9. Both the paramedic candidate and the EMS Operator will be advised in writing within three (3) business days regarding the results of each certification attempt.
  - a) A candidate who fails his/her initial certification test will be eligible for retesting at the EMS Operator discretion. A minimum of one week must elapse between the failed test and the retest. A retest will only be undertaken at the request of the EMS Operator. Written request by the sponsoring employer is required in order to schedule a meeting with a Base Hospital delegate to review their performance and identify opportunities for improvement and/or strengthening. Detailed notes involving the events scenarios will not be made available to the candidate. Remediation opportunities and activities between certification attempts are the sole responsibility of the candidate and not that of the host Base Hospital Program. HSN CPC quality of care committee will be consulted for further direction should a candidate be unsuccessful on the second attempt. As part of this consultation process, the third certification attempt should be conducted at an alternate Base Hospital. This practice is intended to reduce any real or perceived bias, promote fairness and objectivity in the evaluation process, and ensure that the candidate's final opportunity is assessed independently from the initial attempts.

## **APPEAL PROCESS**

A candidate with an ongoing offer of employment may appeal their results by submitting a written request to the host Base Hospital. This submission must be made and received within five (5) business days of the candidate receiving their results and must clearly outline the reasons for the appeal. A candidate may submit an appeal based on one or both of the following:

- a) In the opinion of the candidate, due process was not followed by the Base Hospital facilitators,
- OR**
- b) New information has become available which may have a bearing on the certification decision.

Appeal decisions are considered final and will be communicated in writing within five (5) business days to the candidate and sponsoring Paramedic Service Operator upon the review and decision from a Medical Director or delegate.

## **References and Related Documents**

- Regional Base Hospital Performance Agreement, 2009
- Emergency Health Services Branch, Ministry of Health and Long Term Care Advanced Life Support Patient Care Standards v 5.4
- Paramedic Reactivation Standard, August 2019
- Alternate Certification Process – Ontario Base Hospital Group, April 15, 2020