




## NOTICE OF PARAMEDIC DEACTIVATIONS/REACTIVATIONS

<b>Document Owner:</b> T. Hembruff		<b>Program/Service Area:</b> Centre for Prehospital Care	<b>Issue Date:</b> June 2018
<b>Revision Date:</b> February 28, 2023			
<b>Approval:</b>	Corey Petrie, Interim Regional Manager, Centre for Prehospital Care & Trauma Services	<b>Frequency:</b>	Monthly for administrative deactivations/reactivations and immediately for deactivations where clinical concerns are identified.
<b>Signature:</b>			

**Purpose:** To ensure a consistent standardized process for notifying all Base Hospitals of Paramedic deactivations and/or reactivations.

	Content	Details
1.	<b>Premise</b>	HSN CPC Paramedic Practice Coordinator (PPC) has reason to deactivate or reactivate a paramedic. Administrative deactivation may occur as a result of failure to meet the requirements for maintenance of certification, clinical care concerns or departure from an emergency service. Note: Clinical deactivations are limited to those in consultation with the Medical Director or Advisor. Departure from an emergency service does not require the approval of the Medical Director.
2.	<b>Requests for Deactivation or Reactivation</b>	Requests for deactivation or reactivation are submitted by the Service Operator through the Paramedic Portal of Ontario (PPO). Link: <a href="https://www.paramedicportalontario.ca/">https://www.paramedicportalontario.ca/</a>
3.	<b>Processing the Deactivation/Reactivation Request</b>	In consultation with the PPC, the Applications Support Analyst will process requests for deactivation/reactivation.
4.	<b>Notifications of Deactivations/Reactivations</b>	The Paramedic Portal of Ontario (PPO) will send auto-generated notifications of Paramedic Deactivations and Reactivations to the paramedic and the Service with a cc: to the PPC and <a href="mailto:CPCSupport@hsnsudbury.ca">CPCSupport@hsnsudbury.ca</a> .  In instances of deactivation due to Clinical Care Concern, the PPC will ensure the Service Provider, Senior Field Manager, Medical Director and involved Paramedic(s) are informed. The Application Support Analyst will notify all Regional Base Hospitals as well as the OBHG Administrative Assistant via email immediately if the deactivation is due to clinical care concerns.



5.	<b>Updating the Paramedic Status Notification Spreadsheet</b>	The Applications Support Analyst will update the Paramedic Status Notification Spreadsheet located: <a href="K:\Regional Base Hospital Program\Department Share\Education &amp; Certification\Certification\Paramedic Status Notifications">K:\Regional Base Hospital Program\Department Share\Education &amp; Certification\Certification\Paramedic Status Notifications</a>
6.	<b>Monthly Paramedic Status Notifications</b>	<p>The CPC Administrative Secretary will notify all Regional Base Hospitals as well as the OBHG Administrative Assistant by e-mail, on the first business day of each month, of all deactivations/reactivations by including the monthly snapshot of the Paramedic Status Notification Spreadsheet.</p> <p>The distribution list for this group can be found in the BH Contacts. The Field office will also be included as a cc.</p>

**Expected Outcome:** Successfully notify all external stakeholders of Paramedic deactivations and reactivations within a timely manner.