

# Advanced Care Paramedic Training Program Submission and Approval Process

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Emergency Health Regulatory and Accountability Branch  
Ministry of Health

## Document Control

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# Document Purpose

This document outlines the process for the submission and approval of an Advanced Care Paramedic (ACP) training program to the Emergency Health Regulatory and Accountability Branch (EHRAB) of the Ministry of Health (MOH). As per O. Reg. 257/00, made under the *Ambulance Act*, clause 8(2)(b), sets out that an ACP shall,

"have successfully completed an advanced care paramedic training program approved by the Director, [...]"

In Ontario, an ACP has a broader scope of practice relative to a Primary Care Paramedic (PCP). The ACP training program builds on the knowledge, skills, professional attitudes, and integrated clinical experiences of a PCP. Education for ACPs requires a major emphasis on ensuring professional education delivery and patient safety. To ensure adherence to program standards and minimize any associated risks to patients, this education must be provided by training institutions that meet specific criteria as set out in this document.

## Eligibility

Documentation that provides justification for a new ACP training program must be sent to EHRAB as part of the application process to establish the need for the proposed program, describe the benefits of the program, service areas, and it will include a labor market needs assessment.

Furthermore, ACP training programs may be offered by the following institutions which could have additional respective requirements under legislation:

1. Programs offered by Ontario's Colleges of Applied Arts and Technology (CAATs) must be consistent with the objects set out in the *Ontario Colleges of Applied Arts and Technology Act, 2002*, must adhere to applicable regulations, and must comply with binding policy directives of the Ministry of Colleges and Universities (MCU), notably the *Funding Approval of Programs of Instruction Minister's Binding Policy Directive* and the *Framework for Programs of Instruction Minister's Binding Policy Directive*. MCU is responsible for funding approval of paramedic programs submitted to MCU per the ministry's program approval processes. Applicants should submit a program funding approval request to MCU as per established program approval processes.
2. Programs offered at Ontario's private career colleges must meet all requirements set out in the *Private Career Colleges Act, 2005*.
3. Other programs as approved by the Director.

# Submission and Approval Process

## Submission Process

In order for an ACP training program to be evaluated for approval by the EHRAB Director, the applicant shall submit an application package to EHRAB that includes the following:

1. documentation justifying the need for a new ACP training program (e.g. needs assessment, and/or letters of endorsement);
2. an outline of the program's Vocational Learning Outcomes (VLOs):
  - a. VLOs are statements culminating demonstrations of learning and achievement that the student can reliably demonstrate before graduation. VLOs ensure consistency in the outcomes for program graduates,
  - b. the elements of performance of each VLO define and clarify the level and quality of performance necessary to meet the requirement of the VLO,
  - c. Explanations of the outcome may be provided;
3. an outline of the program's structure and delivery methods must be provided, which includes:
  - a. program pre-requisites,
  - b. faculty credentials and experience,
  - c. nature of any interaction with health facilities for educational purposes,
  - d. curriculum overview including timelines,
  - e. program delivery methods (including practical experiences, field placements or simulations/laboratories),
  - f. methods of evaluation,
  - g. locations of skills labs and inventory of equipment at each location,
  - h. projected student intake (e.g. number of students per cohort; number of cohorts per year),
  - i. academic support available for potential students, and
  - j. how the program will incorporate student feedback and evaluation (National Student of Student Engagement [NSSE] or other) into program delivery;
4. letter(s) of support from ambulance services confirming the ability to provide preceptorship placements (outlining an approximate number of placements they can accommodate);
5. a letter of support from hospital(s) confirming the ability to provide clinical placement in the following areas including, but is not limited to:
  - a. Anesthesia Department (includes confirmation that staff, operating rooms, and case numbers are available to support advanced airway practice),
  - b. Emergency Department,
  - c. Pediatrics, and
  - d. Labor and Delivery;
6. a signed letter (or equivalent) identifying the programs medical director who will provide medical delegation and oversight for students. This shall:

- a. include their CPSO #,
  - b. indicate their association or affiliation with any Regional Base Hospital program(s), and
  - c. the medical directors overall familiarity and experience with prehospital care involving ACP's;
7. a signed agreement between the training institution and the Regional Base Hospital Program within the institution's catchment area addressing,
    - a. support of the programs medical director,
    - b. roles, responsibilities and delegation,
    - c. sharing of information, and
    - d. legal relations and insurance;
  8. accreditation status at the time of applying for program approval. (**N.B.** It is a mandatory requirement that training institutions apply for and obtain accreditation for ACP training programs within two years. [Accreditation Canada EQual™](#) is the current accepted accrediting service for health education accreditation);
  9. an attestation that the program structure/content prepares graduates to meet ACP entry-to-practice requirements as set out by the MOH;  
and
  10. any other materials/documentation that may assist in making an informed decision about approving the program, or as required by the EHRAB Director.

## Review

It is the responsibility of the applicant to submit adequate information to allow a thorough evaluation and understanding of the program. The review process generally takes eight to ten weeks from receipt of all necessary documentation. Upon receipt of a complete application package submission, EHRAB will review the materials and contact the applicant with any follow-up, as required.

The criteria used to evaluate submissions are:

1. A clear reflection of the ACP scope of practice in the VLOs;
2. Coverage of the breadth and depth of knowledge necessary to enable the ACP scope of practice to be performed effectively and safely. Consistency with established practice standards and programming at other institutions is expected;
3. A valid educational process is embedded in the program structure and process outline;  
and
4. Valid educational evaluation processes are described in the program structure and process outline.

The MOH is committed to conducting a timely and transparent review process of all submissions, which consists of the following key components:

1. Review of the medical content of the program to ensure the ACP program meets the ACP entry-to-practice requirements as set out by the MOH;
2. Review of the program content and delivery, including the curriculum, against specific criteria intended to ensure high quality ACP programs; and

3. Review of the availability and support from external stakeholders.

The applicant is notified of the results of the evaluation and any area(s) of deficiency to clarify their submission and/or submit additional information.

## Approval

The decision to approve an ACP training program is at the sole discretion of the EHRAB Director.

EHRAB Director approval is provided in two steps:

1. Preliminary approval based on the review of complete documentation submission;
2. Final approval when accreditation status is obtained through EQual (within two years of offering the program).

## General

The EHRAB Director may revoke approval of an ACP training program where it fails to meet MOH requirements. Approval from the EHRAB Director is also contingent on sustained accreditation with EQual.

Upon written notification of the EHRAB Director's revocation of approval of an ACP training program, the institution shall forthwith cease administration of the ACP training program.

Requests to modify approved ACP training programs must be submitted in writing to the EHRAB Director for review and approval.

## Conclusion

EHRAB is committed to ensuring that educational programs for ACPs are of high quality and meet the necessary standards for enabling the provision of controlled acts, at the ACP level, in a safe and effective manner. The process detailed above standardizes the submission and approval process for ACP training programs to EHRAB.

For further information on the ACP Training Program Submission and Approval Process, please contact:

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