


Program Document No.: 6001.16	Subject: Paramedic Registration	Type: Policy
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Replaces: Policy 6001.15	Revision Date 04: March 2 2010	
Signature of Program Director: 	Signature of Program Document Coordinator:	

1.0 Purpose

- 1.1 To set out the Registration Policy for Paramedics in the Province of Nova Scotia (NS).

2.0 Guiding Philosophy

- 2.1 To ensure that all Paramedics working in the province of NS are actively registered and meet all of the requirements for his/her designation to ensure safe optimal patient care.

3.0 Definitions

- 3.1 **Active:** A Paramedic who has met all the Registration requirements for his/her level and or designation is considered “Active” in the Emergency Health Services (EHS) of Nova Scotia Paramedic Registry. Only paramedics registered with EHS as “Active” may work on an ambulance and/or be entitled to use or wear the designation of Level, Primary Care Paramedic (PCP), Intermediate Care Paramedic (ICP), Advanced Care Paramedic (ACP) or Critical Care Paramedic (CCP).
- 3.2 **Criminal Offence(s) / Vulnerable Sector:** Where any person has been convicted or found to be guilty, by a court in or out of Canada, of any offence inconsistent with the proper professional behavior of a paramedic, including a conviction under the Criminal Code (Canada) or the Controlled Drugs and substances Act (Canada), for which a pardon has not been granted and such person applies for registration or re-registration, the Registrar may refuse to register such person, but the Registration Committee or the Provincial Medical Director (PMD) may at any time permit such person to be registered or to remain registered upon such terms and conditions as the Committee may direct following an appeal to the Committee.
- 3.2.1 Applicants must provide the Registrar with a current Criminal Records Check and Vulnerable Sector Search Consent Form.
- 3.2.2 The Criminal Records Check Form is a mandatory re-registration requirement to be completed and forwarded to the Registrar every two (2) years. However, if a Paramedic has been convicted or found to be guilty of a criminal offence(s) within that two (2) year period it is his/her duty to report this at the time of the conviction to the Registrar immediately in writing. If a Paramedic does not report his/her criminal conviction(s) to the Registrar disciplinary action will be taken. See Appendix G for the Criminal Records Check Form.

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- 3.3 **EHS Approved Paramedic Education/Training Programs:** These are Paramedic Programs from Education Institutions that have been evaluated against the 2001 National Occupational Competency Essential Competencies by EHS.
- 3.4 **Inactive:** A Paramedic who does not successfully meet or complete the EHS Registration requirements shall be registered as “Inactive” in the EHS Paramedic Registry. Paramedics registered with EHS as “Inactive” cannot work on an ambulance and/or be entitled to use or wear the designation of Level PCP, ICP, ACP or CCP. A Paramedic may also voluntarily choose to be registered as “Inactive”. The process to reactivate a Paramedic’s registration would depend on the number of years they are inactive (see policy 6003 for more details).
- 3.5 **Preceptor:** A registered practicing health care professional who has completed an EHS Approved Preceptor Training Program. A preceptor is a clinical teacher who provides evaluation of the student’s performance and feedback to the student as part of a formal course of instruction with written goals and objectives.
- 3.6 **EHS Paramedic Registry:** The system/instrument that is used to record all Paramedic’s Registration Numbers and Registration Documentation in the province of Nova Scotia.

4.0 Policy

- 4.1 Anyone who wishes to work as a Paramedic in Nova Scotia must first register with EHS to receive a registration number and obtain an Identification Card (ID).
- 4.2 Applicants may apply for registration as a Paramedic in one of the following ways:
- 4.2.1 Paramedics “currently” registered in another province in Canada which regulates the practice of paramedicine.
- Applicants must have their Registering Body complete the NS Verification of Registration Form (this form can be found on our website at www.gov.ns.ca/health/ehs/)
- 4.2.2 Graduates of Canadian Paramedic Education Programs that have been accredited by the Canadian Medical Association (CMA) are eligible for registration within one (1) year of their graduation date. Applicants must provide:
- 4.2.2.1 Name, location and contact information of the CMA Accredited Education Program.
- 4.2.2.2 Legible copy of their Paramedic Certificate/Diploma.
- 4.2.3 Graduates of Canadian Paramedic Education Programs that not have been accredited by the CMA and have not been reviewed by EHS are eligible for registration within one (1) year of their graduation date.
- Applicants must have their programs evaluated against the Essential Competencies by EHS.
 - See Appendix D, Paramedic Education Program Comparison Template - All Levels.

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- 4.2.4 Graduates of USA-EMT-P Education Programs.
- Applicant must be eligible to write the National Registry Emergency Medical Technician Paramedic (NREMT-P) Exam.
 - US Applicants must write the NS ACP Exam.
 - USA EMT-P graduates will be registered temporarily as a NS ICP until they can sit the NS ACP Registration Exam. Temporary ICP Registration can last a maximum of (1) year. If by that date the Paramedic has not taken the ACP Registration Exam or has been unsuccessful, (s)he will be registered as a PCP with no endorsements. If the Paramedic is successful in completing the NS ACP Registration Exam they will then be re-registered as an ACP.
- 4.2.5 Graduates of Non-Canadian/Non-USA Education Programs that have graduated within (1) year of their application are eligible to have their programs evaluated by EHS.
- See Appendix D, Paramedic Education Program Comparison Template - All Levels. ACP Level graduates will be registered temporarily as an ICP until they can sit the NS ACP Registration Exam. Temporary ICP Registration can last a maximum of one (1) year. If by that date the Paramedic has not taken the ACP Registration Exam or has been unsuccessful, (s)he will be registered as a PCP with no endorsements. If the Paramedic is successful in completing the NS ACP Registration Exam they will then be re-registered as an ACP.
- 4.2.6 Non-Canadian/Non-USA applicants applying based on their present essential competencies.
- Applicants must provide documentation of active registration and a letter from their Medical Director attesting to the competencies at the level they are registered.
 - Applicants must have their essential competencies evaluated against the Paramedic Essential Competencies Comparison Template at the level they are applying for. See Appendix A for the PCP Essential Competencies Comparison Template, Appendix B for the ACP Essential Competencies Comparison Template and Appendix C for the CCP Essential Competencies Comparison Template.
- 4.3 All paramedics who received their education in Canada, but outside of Nova Scotia, who have not been previously licensed/registered in another Canadian jurisdiction at the level applied for, must provide evidence of successful completion of all required licensing exams in the jurisdiction where their education was completed.
- 4.4 The Registrar, using the Essential Competencies Guidelines (see section 5.0), will conduct the above evaluations for presentation to the Registration Committee and/or the Provincial Medical Director. This may include acceptance, acceptance with conditions or non approval pending additional education, training and/or evaluation.
- 4.5 Applicants for registration who are not-approved must complete (at their own expense) any additional education, training and/or evaluation as outlined by the Registration Committee &/or Provincial Medical Director before reapplying for registration.
- 4.6 To maintain paramedic registration, a Paramedic must fulfill the re-registration requirements as outlined in Policy 6012. If a Paramedic does not re-register or meet re-registration requirements(s) s/he will be designated Inactive.

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- 4.7 Effective October 1, 2001 EHS will no longer register any new/permanent Intermediate Care Paramedics with the exception of USA- EMT-P Applicants (see section 4.0 for more details).
- 4.8 As of October 1, 1996, EHS ended the practice of grandfathering Paramedics.
- 4.9 As of December 31, 1999, EHS ended registration of Primary Care Paramedic's with endorsements of Intravenous (IV), Airway (A/W) and/or Pharmacology.
- 4.10 As of October 1, 2001, if a Primary Care Paramedic requests to cancel their endorsement(s) of IV and/or A/W they do not have the option to get that endorsement(s) back.
- 4.11 All education or training programs in NS improving registration levels must be done in an EHS Approved Program.
- 4.11.1 An approved Paramedic Education Program must:
- Ensure graduates have achieved all the Essential Competencies in the areas designated in the 2001 NOCP document.
 - Ensure that Student Practicum Preceptors have successfully completed an EHS Approved Preceptor Orientation Program.
- 4.11.2 To be approved by EHS a Preceptor Orientation Program must contain at a minimum:
- 4.11.2.1 An Orientation to the Education Program to include:
- Overall description of the program
 - Policies of the Program
 - Responsibilities of the Program, the Preceptor and the Institute
 - Required Documentation - what needs to be completed how, when and by whom
 - Contact information regarding reporting incident concerns
- 4.11.2.2 Principles of Adult Education/Learning
- 4.11.2.3 Dealing with Students
(Education, feedback, assignments and dealing with Attitude)
- 4.11.2.4 Performance Evaluation
(Formative, summative and making performance evaluation decisions)
- 4.11.3 Provide a written copy of the application for CMA Accreditation within one (1) year of the date of the approval of the program.
- 4.11.4 Provide a written copy of the CMA decision. If the Institution receives a "withheld" decision the Institution is required to provide documentation from the CMA as to the reason(s) the program did not receive accreditation.
- 4.12 All applicants are required to submit current Criminal Record Check and Vulnerable Sector Search when submitting their application form. Criminal Record Check and Vulnerable Sector Search's are only valid ninety (90) days from the date of issue.

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- 4.12.1 Applicants that have been charged with a criminal offence(s) and not yet convicted, their applications will be put on hold pending the outcome of their charge.
- 4.12.2 All applicants must submit a completed EHS Criminal Records Check Form when Re-Registering.
- 4.12.3 The EHS Criminal Records Check Form is a mandatory re-registration requirement to be completed and forwarded to the Registrar every two (2) years. However, if a Paramedic has been convicted or found to be guilty of a criminal offence(s) within that two (2) year period it is his/her duty to report this at the time of the conviction to the Registrar immediately in writing. If a Paramedic does not report his/her criminal conviction(s) to the Registrar disciplinary action will be taken. See Appendix G for the Criminal Records Check Form.
- 4.13 All applicants must submit a legible copy of their birth certificate.
- 4.14 It is the responsibility of individual applicant to submit the required documentation to EHS such as the EHS Paramedic Application Form, the Comparison Template, Paramedic Certificate/diploma, Criminal Records & Vulnerable Sector Search and a copy of their birth certificate etc.
- 4.15 It is the responsibility of the registered individual to advise EHS of any change in address, phone number, employer or employment status.

5.0 Appendices

- 5.1 Appendix A: PCP Essential Competencies Comparison Template
- 5.2 Appendix B: ACP Essential Competencies Comparison Template
- 5.3 Appendix C: CCP Essential Competencies Comparison Template
- 5.4 Appendix D: Paramedic Education Program Comparison Template - all levels

6.0 Reports

None

7.0 References

- 7.1 Policy 6000: Essential Competencies
- 7.2 Policy 6003: Re-activation of Registration
- 7.3 Policy 6006: Paramedic/EMD Review Process
- 7.4 Policy 6006: Paramedic Re-Registration
- 7.5 EHS Paramedic Application Form
- 7.6 Verification of Registration Form
- 7.7 Criminal Record Check and Vulnerable Sector Search Consent Form

8.0 Outcome Measurement

Compliance with this EHS policy will be monitored by the EHS Paramedic Registrar.

9.0 Revisions

- 9.1 Revision Number: 16
- 9.2 Sections and subsections changed: Section 4.0 – Updated to reflect the Agreement on Internal Trade.
Section 5.0 - Appendix E – Removed.