



PROGRAM POLICY

POLICY NUMBER: EDU 110

TITLE: Return to Clinical Practice

CATEGORY: Continuing Education and Certification

VERSION: 1.3

AUTHORITY: Program Director

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1.0 PURPOSE

To establish the process paramedics must undertake when returning to clinical practice following a period of absence greater than ninety (90) days.

2.0 SCOPE

This policy applies to all paramedics certified by the Regional Paramedic Program for Eastern Ontario (RPPEO) who have been clinically inactive for more than ninety (90) days.

3.0 REFERENCES

- CERT 100 – Certification
- Advanced Life Support Patient Care Standards, Appendix 6

4.0 APPLICABLE FORMS

- Return to Clinical Practice Form (available at www.rppeo.ca)

5.0 POLICY STATEMENT

Paramedics who have not engaged in clinical practice for more than ninety (90) days must undergo assessment and evaluation through the RPPEO before being authorized to resume patient care responsibilities.

6.0 PROCEDURE

1. The paramedic service (stakeholder) is responsible for notifying RPPEO when a paramedic has been clinically inactive for over ninety (90) days.
2. Upon receipt of this information, the paramedic's status in MedicNet will be updated to **Deactivated – Administrative**.
3. When a paramedic is ready to return to clinical practice:
 - a. The stakeholder service must submit the **Return to Clinical Practice Form**, available on the RPPEO website.
 - b. RPPEO will open a **Return to Clinical Practice (RTCP)** issue in the case management system.
 - c. RPPEO Quality and Patient Safety will review the paramedic's quality file for variances and previous deactivations.



- d. RPPEO Education will review the paramedic's Continuing Medical Education (CME) participation and electives.
- e. The RPPEO administrative team will consolidate the findings and submit them to the appropriate Clinical Coordinator.
4. The Clinical Coordinator will:
 - a. Determine any missed education.
 - b. Develop a learning plan including any required legislated education.
5. The Clinical Coordinator or delegate will implement the learning plan, which may include up to five (5) scenarios.
6. Upon successful completion of the scenarios:
 - a. The Clinical Coordinator will submit a report to the Manager of Education and Certification.
 - b. The Manager will provide final approval for the paramedic's return.
7. If the scenarios are **not** successfully completed:
 - a. The Clinical Coordinator will develop a remediation plan and repeat the assessment cycle, up to a maximum of three (3) times.
 - b. If unsuccessful after three attempts, the Clinical Coordinator will initiate consultation with the Medical Director or designate.
 - c. The Medical Director will inform the paramedic service and the Ministry of Health and Long-Term Care of the outcome and next steps.
8. Upon successful completion, the paramedic's certification status in MedicNet will be changed to **Certified – Return to Clinical Practice**.

Revision Record

Version number	Revision Date	Summary of Changes
1.0	October 2016	Pre-existing 2015 version reviewed as baseline for new versioning system.
1.1	September 17,	Corrected typos, grammar and removed mark-up
1.2	July 2023	Minor admin corrections
1.3	July 7, 2025	<ul style="list-style-type: none">• Formatting aligned with RPPEO policy conventions.• Scope and policy statement sections added.• Numbering and structure clarified for ease of use.• Version updated from 1.2 to 1.3.• Removed internal classification no longer supported by TOH.