



FAQ

HRI DOCUMENTATION AUDIT



NOT AN OFFICIAL DOCUMENT. **PLEASE DO NOT FILL OUT.**

This document provides guidance on the New Hire Checklist/CD Immunization Questionnaire. It answers common questions to help you prepare for each stage of the hiring process.

Received documentation will be checked during driver training:

- ☐ College Letter confirming the candidate has **successfully graduated** from the ACP/PCP college program.
- ☐ PCP Diploma or Ministry Equivalency Letter (must be submitted **90 days** from date of graduation on letter)
- ☐ AEMCA Certificate (must be submitted **210 days** from date of graduation.)
 - **ACP hires:** ☐ ACP Diploma & ☐ MOH ACP Certificate
- ☐ BLS Training – list of courses from College (MOH Core training required only for graduates before 2003).

DIPLOMA & AEMCA

THE APPLICATION PROCESS REQUIRES ME TO PROVIDE CREDENTIALS. WHAT IS REQUIRED?

PCP/ACP Diploma OR completed equivalency. Ministry issued EMCA/AEMCA. Ministry issued Certification in PCP/ACP Level of Care.

IF I AM CURRENTLY A PARAMEDIC STUDENT, WHAT DO I PROVIDE AS A PLACE HOLDER FOR MY DIPLOMA?

- A letter from you College confirming you are in good standing to graduate on time, and your anticipated graduation date.
- **We require you to provide an updated letter upon completion of your program stating you have successfully completed the program. This is a placeholder for the diploma.**
- You are required to **provide your official College Diploma no later than 90 days from your graduation date**

IF I AM A STUDENT AND HAVE NOT WRITTEN THE AEMCA EXAM BY THE DRIVER TESTING / DOCUMENTATION AUDIT DATE, WHAT WILL HAPPEN?

- You must register for the exam a.s.a.p. & **provide proof of registration** as this will be your place holder. If you have it electronically, you must forward the original email intact during the documentation audit.
- You will be required to submit your letter of success to Risk & Assessment upon immediate receipt.
- The **formal AEMCA certificate must be provided no later than 210 days past your graduation date to be employed under the Ambulance Act.**

- ☐ Criminal Record Check – **Vulnerable Sector** (dated no earlier than 60 days from driver testing)

CRIMINAL RECORD CHECK



WHEN IS MY VULNERABLE CRIMINAL RECORD CHECK (CRC) DUE?

You will be submitting your Vulnerable CRC at driver testing/documentation audit. Please note, the CRC must have been processed **within 60 days of that testing date**. CRC's that are pulled prior to that are no longer valid or accepted by the Region.

WHAT SPECIFIC LEVEL OF CRC IS REQUIRED?

Vulnerable Sector Checks are mandatory upon hire.

NOTE: If you have it electronically, you must forward the *original email intact* during the documentation audit.

- ☐ Driver's License – Class B, C, E, or F

DRIVER'S LICENSE



WHEN IS MY F LICENSE OR EQUIVALENT LICENSE DUE?

You must have a **valid F Class license** or equivalent to be a Paramedic in Ontario. Please bring your license to driver training with your driver's abstract.

WHAT IS EQUIVALENT TO AN F CLASS LICENSE IN ONTARIO?

B, C & E.

WHAT IF I HAVE AN OUT OF PROVINCE F CLASS LICENSE OR EQUIVALENT?

You must provide that document during the application process. Also, although you will be eligible to participate in driver testing with an out of Province license, you must provide a temporary Ontario F Class license or equivalent **no later than the first day of your employment contract**.

- ☐ Drivers Abstract (Within 10 days of driver testing)

DRIVER'S ABSTRACT



WHEN IS MY DRIVER'S ABSTRACT DUE?

You will be submitting your abstract at driver testing/documentation audit. Please note, the driver's abstract must have been processed **within 10 days of that testing**.

Abstracts that are pulled prior to that are no longer valid or accepted.

WHAT SPECIFIC LEVEL OF DRIVER'S ABSTRACT IS REQUIRED?

3-year non-address/non-certified driver abstract.

☐ CPR – BLS, HCP, provider (not instructor) level (Must be issued within year of hire)

CPR



IN WHICH YEAR MUST MY CPR CERTIFICATION HAVE BEEN ISSUED?

Your CPR certification **ISSUE DATE must be within the year of hire** (i.e. 2026/2027). PRPS renews CPR quarterly. Your CPR must not expire before our renewal.

WHAT LEVEL OF CPR CERTIFICATION IS REQUIRED?

HCP, BLS.

ACCEPTED ORGANIZATIONS

If you have it electronically, you must forward the original email intact during the documentation audit.

Red Cross – BLS

Heart and Stroke – BLS

St John Ambulance BLS-HCP CPR & AED

Lifesaving Society – CPR-HCP

Para-Mentors - BLS

Canadian Ski Patrol – CSP –AFA



Listing of approved services can be located at this website WSIB website:

<https://www.wsib.ca/en/providers-approved-deliver-emergency-and-standard-first-aid>

Note* Serology submitted on the CD Questionnaire **must be from the year of hire.**

Please refrain from using old serology.

☐ Peel Communicable Disease Declaration – Health questionnaire



Communicable Diseases Questionnaire PHYSICIAN / HEALTH CARE PRACTITIONER to COMPLETE

Employee /Applicant Name: _____



1. **Tetanus/Diphtheria:** 3 doses if never previously immunized, 1-2 boosters every 10 years

Tetanus / Diphtheria			
Boosters	Dose 1	Dose 2	Dose 3
dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy

2. **Adult Pertussis:** 1 dose of Tetanus, Diphtheria, acellular Pertussis (Tdap) regardless of age if not previously received as an adult.

Pertussis
Dose 1
dd/mm/yyyy

3. **Polio:** Final of Primary Series completed OR 3 doses if not previously immunized.

Polio			
Date Series was Completed	Dose 1	Dose 2	Dose 3
dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy

4. **Hepatitis B Vaccine:** 2 - 4 age appropriate. Serology confirming evidence of immunity by lab report in this calendar year.

Hepatitis B				
Dose 1	Dose 2	Dose 3	Dose 4	Serology Lab Report
dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy	Reactive ✓ Nonreactive / inconclusive ✓

Should serology not confirm evidence of immunity, the appropriate booster(s) should be administered & immunity re-confirmed 1-3 months after completion of the series. If immunocompromised, please provide exemption or explanation why immunizations not complete, an explanation is required.

Current Employee - New Standard amended 2023

Pg 1 of 2

5. **Chicken Pox:** Evidence of immunity confirmed by lab report in this calendar year.

If no immunity, 2 doses of vaccine after Nonreactive / Inconclusive

Chicken Pox (Varicella)			
Serology Lab Report		Dose 1	Dose 2
dd/mm/yyyy	Reactive ✓ Nonreactive / inconclusive ✓	dd/mm/yyyy	dd/mm/yyyy

6. **Measles:** Evidence of immunity confirmed by lab report in this calendar year. If no immunity, 2 doses of vaccine after Nonreactive / Inconclusive

Measles			
Serology Lab Report		Dose 1	Dose 2
dd/mm/yyyy	Reactive ✓ Nonreactive / inconclusive ✓	dd/mm/yyyy	dd/mm/yyyy

7. **Mumps:** Evidence of immunity confirmed by lab report in this calendar year. If no immunity, 2 doses of vaccine after Nonreactive / Inconclusive

Mumps			
Serology Lab Report		Dose 1	Dose 2
dd/mm/yyyy	Reactive ✓ Nonreactive / inconclusive ✓	dd/mm/yyyy	dd/mm/yyyy

8. **Rubella:** Evidence of immunity confirmed by lab report in this calendar year. If no immunity, 2 doses of vaccine after Nonreactive / Inconclusive

Rubella		
Serology Lab Report		Dose 1
dd/mm/yyyy	Reactive ✓ Nonreactive / inconclusive ✓	dd/mm/yyyy

9. **HEALTH STATUS REPORT – Communicable Diseases**

(See Appendix Attached)

I find that upon examination of _____ (that s/he/they/them is not currently exhibiting any acute symptomatic illness as per the current list, as per date of examination, of the Reportable Communicable Diseases set out in Ontario Regulation 558/91 under the Health Protection and Promotion Act (HPPA).

How long has this person been your patient? _____

Family Physician ☐ or Certified Specialist in _____

Physicians Name _____

Physicians Address _____

Physicians Signature _____ Date _____

Office Stamp Required

Current Employee - New Standard amended 2023

Pg 2 of 2

CD IMMUNIZATION QUESTIONNAIRE



IF I DON'T HAVE MY VACCINE HISTORY, WHAT DO I DO?

If you went to school In Ontario, please call 905-791-7800 Ext 6421 to request your school immunization records from Public Health CD department. Bring this document with you when you see you physician to complete the CD Health Questionnaire.

CAN I USE MY VACCINE DATA FROM COLLEGE OR OTHER SERVICES?

No. The **CD Questionnaire** must be completed by your Healthcare Provider prior to driver training. All vaccines must be in good standing and, **all serology must be from the year of hire.**

WHAT DO I DO IF I DON'T SERO CONVERT?

Have your physician note a Medical Exemption in the notes section of the CD Questionnaire citing the virus applicable and the timeline (if applicable) of exemption required. Submit the completed CD Questionnaire.

WHAT IS QUESTION 9, COMMUNICABLE DISEASE DECLARATION?

Question 9 speaks to your current health status pertaining to the current list of acute symptomatic illnesses listed in the Ontario Regulation 559/91 under the Health Protection and Promotion Act (HPPA). TB is now accounted for in that listing.

- ☐ Diphtheria, Tetanus (*Adacel includes pertussis*) (proof of vaccination within past 10 years)



DIPHTHERIA & TETANUS?

This vaccine must be reported every 10 years upon receiving the booster to maintain Ministry compliance. This vaccine is often given with Pertussis (Adacel). You do not require pertussis to maintain Diphtheria & Tetanus.

- ☐ Adult Pertussis (Adacel) (administered after the age of 14)



PERTUSSIS?

The Pertussis vaccine must have been administered as an adult. Childhood vaccines do not meet the standard. Note that Adacel (commonly given for Diphtheria & Tetanus) contains Pertussis.

- ☐ Polio (Health questionnaire)



POLIO?

Report full series completed OR if not previously immunized, 3 doses as you get them.

☐ Hepatitis B (Health questionnaire) **Both Vaccine history and Serology are required for Hep B**

☐ **Reactive** Serology (or Exemption Ltr) **AND** ☐ Vaccine series Dates



HEPATITIS B & SEROLOGY

Both the Hep B vaccines AND Hep B serology are required. You Need to Provide **BOTH**.

In the event your serology comes back non-reactive or indeterminant, you will be required to do one of three options:

- 1) Get a Booster (report new Vaccine), wait 30 days, Get 2nd Booster (report 2nd vaccine).
- 2) Get a Booster (report new Vaccine), wait 30 days, Get new serology. Report new Reactive Serology
- 3) Get a Booster (report new Vaccine), wait 30 days, Get new serology.

If still Non-Reactive, your physician must provide a completed exemption form.

☐ Measles, Mumps, Rubella (Health questionnaire)

☐ **Reactive** Serology (or Exemption Ltr)

☐ Vaccine series Dates (if available)

☐ Chicken Pox (Varicella) (Health questionnaire)

☐ **Reactive** Serology (or Exemption Ltr)

☐ Vaccine series Dates (if available)



VARICELLA / CHICKEN POX & SEROLOGY + MMR & SEROLOGY?

You will provide reactive serology with the most recent historical vaccine data.

In the event your serology comes back non-reactive or indeterminant, you will be required to do one of three options:

- 1) Get a Booster (report new Vaccine), wait 30 days, Get 2nd Booster (report 2nd vaccine).
- 2) Get a Booster (report new Vaccine), wait 30 days, Get new serology. Report new Reactive Serology
- 3) Get a Booster (report new Vaccine), wait 30 days, Get new serology.

If still Non-Reactive, your physician must provide a completed exemption form.

IMPORTANT!



ALL SEROLOGY MUST BE FROM YEAR OF HIRE.
ALL ORIGINAL DOCUMENTS MUST BE BROUGHT IN FOR VALIDATION.