



CONFEDERATION COLLEGE

PRIMARY CARE PARAMEDIC PROGRAM

PROGRAM MANUAL

0694



STUDENT AND FACULTY COPY
FOR TWO YEAR
PRIMARY CARE
PARAMEDIC PROGRAM



COMPETENCE



COMPASSION



COMMUNITY

CONFEDERATION COLLEGE

School of Health

PRIMARY CARE PARAMEDIC PROGRAM

Program Manual · 2025–26

Two-Year Diploma Program · Certificate 0694

Student & Faculty Copy

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Welcome from the Program Coordinator

Welcome to the Confederation College Paramedic Program.

Congratulations on choosing a career of personal growth, lifelong learning, and the opportunity to make a real difference in the lives of every person you encounter. This program will challenge you emotionally, physically, and mentally through a combination of practical and theoretical modules developed by instructors with over 50 years of combined experience. You will learn in a supportive, inclusive environment using simulated scenarios drawn from real-world paramedic experience.

This manual answers common questions and provides important reminders for your time in the program. If you have questions not addressed here, please reach out by email or visit during office hours.

Robert Plummer

Coordinator, Thunder Bay Campus · A-EMCA, ACP

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Faculty & Staff Directory

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Program Description & Courses

Program Description

The Primary Care Paramedic Diploma is a two-year, full-time program designed to equip students with the skills and knowledge to deliver emergency prehospital medical care. Graduates function as patient care advocates and team leaders in the health care system.

Upon successful completion, graduates are eligible to write the Ministry of Health's Advanced Emergency Medical Care Assistant (A-EMCA) certification examination. A-EMCA certification is required for full-time employment as a Primary Care Paramedic in Ontario.

Program Courses

Semester I

- CS007 – Persuasive Writing (Option 2)
- AB107 – Patient Care Theory I
- AB122 – Patient Care Procedures Lab I
- AB118 – Medico-Legal Aspects of Patient Care
- AB113 – Anatomy & Physiology I
- AB115 – Physical Education I
- AB119 – Communications for Paramedics I
- SY180 – General Elective (forced elective, Semester I)

Semester II

- AB222 – Patient Care Procedures Lab II
- AB208 – Patient Care Theory II
- AB212 – Pathophysiology in Emergency Medical Care
- AB214 – Anatomy & Physiology II
- AB216 – Communications for Paramedics II
- AB218 – Physical Education II
- AB221 – Resiliency Training for Paramedics
- GE___ – General Elective

Semester III

- AB318 – Physical Education III
- AB321 – Patient Care Theory III

- AB322 – Patient Care Procedures III
- AB325 – Ambulance Operations
- AB327 – Pharmacology for Paramedics
- AB329 – PCP Autonomous IV and ACP Assist
- AB432 – Paramedic: Hospital Placement

Semester IV

- AB434 – Paramedic: Ambulance Field Experience II (432 hours)
- AB437 – Paramedic Leadership and Professionalism
- GE___ – General Elective (online)

General Education Electives

The Ministry of Colleges and Universities requirements mandate three General Education (GE) subjects across the paramedic program. This is the student's responsibility to track; the College does not manage it automatically.

TIP: Relevant electives include SY066 and PY399. SY180 is a forced first-semester elective. If you completed a GE equivalent at another institution, apply for an exemption through the Registrar's Office well in advance — the process can take up to one month and carries an associated cost.

Placement Package Requirements

Overview

Clinical placement partners require all students to complete pre-entry requirements before attending any placement. Most documentation must be in place by the end of Semester I. Some items must be completed even earlier — these are noted below.

All documents must be submitted to the Program Coordinator by college email in PDF format only. No other formats will be accepted.

⚠ A student who has not met all placement requirements cannot attend placement and cannot progress in the program.

IMPORTANT: Certificate expiry dates must be checked carefully. No certificate will be accepted if it expires during your placement period. Keep originals and digital copies on file throughout the program; some items must be renewed for Semesters III and IV.

Document Submission Package — 9 Stages

The Ambulance Field Placement Package must be completed in full before you begin your preceptorship. All documents are submitted to the Program Coordinator. Placement site assignments are based on completion of this package AND your grade point average (GPA) at the end of Semester II.

⚠ Submission deadline: September 30 of your first semester. Placement preference sheets are only considered once all documents have been received and your Semester II GPA has been generated.

Stage 1 — Canadian Driver's License & Driver's Abstract

- A legible color photocopy of the front and back of your valid Ontario G or G2 (or Canadian equivalent) driver's license.
- An uncertified 3-year driver's abstract from the Ministry of Transportation, Ontario (MTO website).

IMPORTANT: You must hold a full-G driver's license by September 1 of your third semester (start of the second year) to participate in AB 325 Ambulance Operations. Students who cannot meet this requirement must transfer programs or defer their start date. A full-G license is also required before you can obtain an F-class (ambulance) license.

Stage 2 — BLS CPR & Standard First Aid Certificates

- Legible photocopy of a valid Basic Life Support (BLS) CPR certificate: valid for one year from the date of the course, regardless of the printed expiry date. Must remain valid for the entire preceptorship.
- Legible photocopy of a valid Standard First Aid certificate (or equivalent), valid for three years from the date of the course. Must remain valid for the entire preceptorship.

Stage 3 — Pledge of Confidentiality / Code of Conduct & Paramedic Service Confidentiality Agreement

- Signed Pledge of Confidentiality/Code of Conduct — covers patient privacy, records handling, professional conduct, and social media expectations as a Confederation College Paramedic student. A breach may result in loss of clinical and preceptorship privileges.
- Signed Confidentiality Agreement with the Paramedic Service (SNEMS, KDSB, or RREMS) — governs the collection, use, and protection of all information encountered during placement, in compliance with PHIPA and MFIPPA.

Stage 4 — Immunization & Communicable Disease Forms

Completion of immunization requirements is mandatory under the Ministry of Health and Long-Term Care Ambulance Service Communicable Disease Standards. Students who do not meet these requirements cannot begin their preceptorship.

- Immunization and Communicable Disease Form — Part A: completed and signed by your physician or nurse practitioner. Covers required vaccinations (Tetanus/Diphtheria, Pertussis, Polio, Varicella, MMR, Hepatitis B) with mandatory serology for several vaccines. Submit by August 16 each year to the College Health Centre.
- TB Skin Test (Mantoux): a 2-step test is required before entering the program, followed by a yearly 1-step test. Must be completed within 6 months prior to your first ambulance ride-out. A positive result requires a chest X-ray. TB testing should be done prior to or on the same day as live vaccines.
- COVID-19 Vaccination Record: one dose required if first vaccination was after January 1, 2025; two doses required if first vaccination was before January 1, 2025.
- Influenza Vaccine: mandatory prior to placement — see Stage 9.

HEALTH CENTRE: Submit all medical records to Sandy Tafe at the Confederation College Health Centre — not to the Program Coordinator, who is not authorized to receive or store medical information. Sandy will send the Coordinator a confirmation spreadsheet once all documents are processed. The Health Center can also assist with immunizations, mask fit testing, and TB testing. Contact: (807) 475-6169, Main Floor, REACH Building, Mon–Fri 8:30 a.m. – 4:30 p.m.

Stage 5 — Uniform, Safety Equipment, Mask Fit Testing & Communicable Disease Report Part B

- Receipt or photo confirming purchase of an approved Paramedic Program uniform.
- Photo of black, safety-toed boots (steel or composite toe) with a green CSA logo — full boot style, not running shoes.
- Student Respirator Mask Fit Testing Assessment Form: three yes/no questions about current health conditions, prior respirator difficulties, and future concerns. A "yes" to any question requires physician or nurse practitioner clearance before fit testing proceeds. Mask Fit Certificate must be attached and renewed annually.
- Communicable Disease Health Status Report — Part B: confirms the student is free from all communicable diseases listed under the Ministry of Health and Long-Term Care Ambulance Service Communicable Disease Standards, signed by a College representative overseeing placement and by the student.

MANDATORY SAFETY EQUIPMENT (student-supplied): MOH-approved blue safety helmet with chin strap and visor; clear protective eyeglasses (CSA logo); wrap-around safety goggles; approved N95 respirator (fit-tested; provided by the placement organization during placement); bright green or yellow safety vest; general-purpose work gloves; black safety-toed boots (CSA logo).

Stage 6 — Police Vulnerable Sector Check & Personal Data Form

- Police Vulnerable Sector Check — must be on official police service letterhead (municipal or provincial police only; third-party services are not accepted). Mark the purpose as EMPLOYMENT. Must be dated no earlier than 10 months before the start of your preceptorship. The original is provided directly to the paramedic service by the student. The Program Coordinator will provide a letter of support for your police request. Students under 18 cannot obtain this check — contact the Coordinator immediately.
- Paramedic Student Personal Data Form — student and emergency contact information. Update the Coordinator promptly if any details change during the program.

Stage 7 — Confederation College Student Identification Card

- Legible colour photocopy of your current Confederation College student photo ID card. Available from the College Library or the student ID kiosk in the Shuniah Building. Ensure the card is current before submitting.

Stage 8 — Ambulance Field Placement Preference Sheet

- Completed preference sheet listing up to three placement site preferences in priority order. Paramedic services currently offering preceptorships: Superior North EMS – City of Thunder Bay; Superior North EMS – District of Thunder Bay (Upsala to Manitouwadge to Armstrong); Kenora District Services Board (Ignace to Ontario/Winnipeg border); Rainy River District Services Board (Fort Frances, Emo, Rainy River, Atikokan); Naotkamegwaning EMS (White Dog First Nation).

NOTE: Confederation College does not guarantee placement at a preferred site. All costs associated with ambulance field placement — food, housing, and transportation — are the student's responsibility.

Stage 9 — Influenza Acknowledgment

- Signed Influenza Acknowledgment confirming receipt of the current season's influenza vaccine, or — if declining — a commitment to complete the Ministry of Health Influenza Educational Review package. Students who decline the vaccine will not be permitted to ride out during any declared influenza outbreak.

Student Promotions & Evaluation

Semester Promotion Policy

A student is eligible to advance to the next semester only when they have successfully met all required outcomes for the current semester.

- All Core Paramedic courses (identified by the "AB" prefix) require a minimum 70% passing grade or a Credit (CR) to progress.
- If a student fails only one AB Core course, they may qualify for a single rewrite in that semester.
- Failing two or more AB Core courses in the same semester disqualifies the student from any rewrite.
- Only one rewrite per AB Core course per academic semester is permitted.

⚠ Registered "F" grades are permanent on your college transcript. Inform your Coordinator before withdrawing from any course to avoid an automatic F.

Grades and progress reports are posted each semester through Blackboard and Banner. Students who have not met minimum promotion requirements at the end of a semester may not continue to the next semester (except as outlined under Clinical Evaluation below).

Students are eligible to graduate when all required program outcomes have been met.

Evaluation of Theory

Final grades in each subject are based on continuous assessment using a variety of methods, including written and oral tests, assignments, group presentations, class participation, and practical tests. Instructors follow the assessment criteria outlined in each Course Outline, which is distributed electronically at the start of each semester.

Students are evaluated on all content presented and assigned during the semester. Regular attendance and participation are integral to success.

TEXT REQUIREMENTS: Refer to your individual course outlines for required textbooks.

Academic Integrity — refer to the College's Plagiarism and Cheating Policy:

[Academic Integrity Policy \(PDF\)](#)

Evaluation Paramedic Practical Labs — Global Rating Scale (GRS)

Assessments and practical skills are evaluated using simulated real patients or high-fidelity manikins. The program follows the National Occupational Competency Profiles (NOCP) and the Ministry of Health Syllabus for Primary Care Paramedic Education.

Before entering the hospital clinical or ambulance field placement, students must demonstrate competency in the simulated College setting. GRS testing involves rotating through up to 7 scenarios. No notes, directives, or online references are permitted during testing — access to any of these is considered cheating under the Academic Integrity Policy.

GRS Minimum Scores

Semester	Minimum GRS Score
Semester I	3.0 in all dimensions
Semester II	3.5 in all dimensions
Semester III	4.0 in all dimensions

EXAM RULES: Approved cognitive aids (Semester I: BLS/PCS; Semesters II–III: BLS/PCS, ALS/PCS, Companion Document) are provided in the examination room. Students are not permitted extra time to reference them. No personal technology or notes are permitted between examination rooms, either — any violation is treated as cheating.

The final practical mark is the average of all 7 scenarios (2 midterm + 5 final). Each dimension is averaged horizontally, not totalled vertically

Placement Hours Summary

Semester	Placement Type	Hours
Semester II	Community Paramedic (ON HOLD)	12–24
Semester III	Hospital Clinical	42
Semester IV	EMS Ambulance Service	432
	Total	~500

Passing ambulance field placements depends on preceptor recommendations. The final decision rests with the Program Coordinator.

- **Unsuccessful Placement:** Occurs when a student has not met competencies. The student must complete another 432 hours with a different crew in the next semester when AB 434 Ambulance Field Placement is offered (Winter Semester)

Grading Scale

Letter Grade	Percentage	Meaning
A	80–100%	Excellent
B	70–79.9%	Satisfactory (minimum passing)
F	< 70%	Failure
CR	—	Credit (pass for patient care labs, clinical hospital placement and practical/placement)
NCR	—	No Credit / Failure
IN	—	Incomplete (converts to F if not resolved by deadline)
EX	—	Exemption

Grades for non-core courses are identified in individual course outlines.

Core Course Rewrites

A student who fails one AB Core course may be eligible for a rewrite under the following conditions:

- Only one rewrite per failed AB Core course per semester.
- The student must have achieved at least 50% in the failed subject.
- The student must have demonstrated satisfactory attendance throughout the course. No more than absences per semester in each course
- Rewrite exams are comprehensive — covering the full semester and prior content.
- The maximum grade achievable on a rewrite is 70%.
- The rewrite must be completed within one week of the failed grade being registered.

NOTE: Any costs associated with retesting are the student's responsibility. Including Global Rating scale evaluations.

Additional notes on retaking the course and credit have been achieved for the course:

- If more than one year has elapsed since completing a Patient Care Theory or Lab subject, both the theory and practical components must be retaken together.
- Within one year, only the failed subject needs to be retaken.
- Patient Care Lab retests are comprehensive and cover all directives, standards, and equipment taught to that point in the program.

Fitness Component

Students must maintain a high level of strength and endurance to perform safely in placement settings. Fitness testing is conducted in Semesters I, II, and III.

⚠ Failing fitness testing in any semester results in a failing grade for that semester's physical education course, preventing progression to the next semester. Extensions beyond the semester are not granted.

- If a student is injured, a doctor's note is required — both to excuse the absence and to confirm clearance to resume activity. Accommodation is limited to the current semester only.
- Students must inform their instructor, Coordinator, and field placement contacts of any past or present physical injury (arms, shoulders, back, neck, head, ribs, hips, knees, ankles, feet) that may affect their ability to perform lifting, moving, and extrication of a patient.
- See return to fitness and placement after injury, illness, and extended absence p.32

⚠ Failure to disclose injuries, if discovered later, may result in withdrawal from the program. This decision is final.

AB 115 / AB 218 / AB 318 ATTENDANCE: Students may miss no more than 3 fitness classes. Exceeding this limit requires a one-on-one meeting with the Coordinator and completion of a formal lifting safety and procedural check before progressing to lifting components with other paramedic students. Non-compliance results in an F in the course.

AB214 Anatomy & Physiology II — Special Note

AB214 and its courses are prerequisites for Semester III. If a student is at risk of failing AB214 in the winter semester, they may register for the online summer equivalent OL 442 (registration opens in April). The course must be completed with a grade above 70% before Semester III begins.

⚠ Students who do not withdraw from AB214 before the academic withdrawal deadline, and subsequently receive an F, may not be eligible for a rewrite under program rewrite policies.

Patient Care Lab / Hospital Clinical / Field Placement Evaluation Details

1. Program Outcomes

To complete the Paramedic Program, students must meet all Learning Outcomes for each semester. Clinical and fieldwork outcomes in each semester relate to theory content and contribute to semester promotion decisions.

2. Performance Assessment

Patient Care Lab/ Hospital clinical/field performance is assessed on an ongoing basis and reviewed at the end of each semester. All semester outcomes must be met as per the Paramedic Program Course outcomes to receive a passing grade in the placement course.

Once a student has met a course requirement, they are expected to maintain that standard throughout the program. Students deemed unsafe (patient safety) in hospital clinical and field placement settings will be withdrawn from placement and, potentially, from the Paramedic program.

3. Transcript Notation

Transcript Entry	Meaning
Credit (CR)	Satisfactory rating achieved for all placement outcomes that semester.
F (Failure)	Unsatisfactory rating on one or more outcomes, or too many "Needs Improvement" competencies.

5. Non-Credit Placement Evaluations

Students who receive a final F for a placement evaluation must withdraw from the Paramedic program. Depending on circumstances, the College may develop a new academic intervention plan. A student may also be required to withdraw from clinical practice at any time if patient safety is at risk. Regional Base Hospital will be notified, and the academic certification will be removed.

Academic Certification

Overview (Ambulance Field Placement Only)

Confederation College works closely with the Northwest Region Prehospital Care Program. At the start of Semester IV, students undergo an Academic Certification process that includes GRS testing at the Base Hospital. This typically occurs in the first week of January, ahead of placement start dates.

Students perform up to 7 scenarios in the GRS format and are evaluated by staff at Thunder Bay Regional Health Science Center Clinical Base Hospital Educators. College faculty are not involved in the evaluation. Results are shared with the Field Placement Liaison, Field Placement Coordinator, and Program Coordinator.

Three-Day Process

- Day 1 — Candidate orientation and review
- Day 2 — Primary testing
- Day 3 — Retest date (if required)

IV Certification is a separate course; students must successfully complete Base Hospital testing to be eligible to perform supervised IV skills during ambulance field placement.

- Students who achieve Academic Certification may perform ALS/PCS skills under Preceptor supervision. Students must never be left unattended — see the PCP Field Placement Manual for details.

NOTE: Regardless of Academic Certification outcomes, all final grades are determined by Confederation College, not the Base Hospital.

Academic Interventions, Withdrawal & Re-Entry

Academic Intervention Agreements

A student may be placed on an Academic Intervention Agreement by the Associate Dean/Dean or the Program Coordinator. An IN grade is recorded; once the student meets the stated requirements, the grade is changed to CR or a numerical grade. Interventions may be carried forward into the next semester.

⚠ IN grades not converted by the College calendar deadline automatically revert to an F —, a permanent record on your transcript.

Any student re-entering a semester as a repeat must be placed under an Academic Agreement developed by the Coordinator. Students are typically notified of repeat eligibility just before the new semester begins. The agreement must be signed by both the Coordinator and the student before re-entry begins.

Withdrawal from the Program

Students wishing to withdraw should book an appointment with the Program Coordinator (or the Associate Dean/Dean if the Coordinator is unavailable). Inform the Coordinator before withdrawing from any course or the program — once F grades are registered by the Registrar, they are extremely difficult to reverse and are permanent on your transcript.

Re-Entry to the Paramedic Program

This policy applies to all applicants who have failed courses, been away from the program for more than two semesters, or are transferring from another college's paramedic program.

Re-Entry Process

- Complete an internal application form and submit to the Registrar's Office.
- An OCAS application may also be required.
- Acceptance is at the discretion of program administration; all applicants are considered individually.
- A meeting with the Program Coordinator is required.
- A 70% grade in all non-failed Core subjects must have been previously attained.

- Students re-entering a semester as a repeat must complete an Academic Agreement with the Coordinator.
- Students may be required to complete skill testing and/or scenario evaluation; mandatory skills/practical labs may be assigned based on results.
- Re-entry into AB221 requires successful completion of the AB115 lift test in that academic year (ON HOLD)
- Re-entry into AB434 requires Academic Certification and a lift test per Paramedic program standards.

If significant changes have been made to the program's Learning Outcomes since the student last attended, they may be required to retake the semester immediately preceding the one they are re-entering.

Factors Which are Considered for Re-Entry

- Seat availability, which includes paramedic didactic, practical lab, and the availability of ambulance sites and preceptors.
- Time elapsed since leaving the program (for 5 years, the student must start the program from the semester)
- Previous academic and clinical performance.
- Reason for leaving (documentation may be requested, e.g., health, bereavement).
- Current health status — if previously away for health reasons, a doctor's clearance note may be required.
- Ability to identify appropriate strategies for program success, identify reasons for failure, and actively participate in strategies for return.
- Date of application.

⚠ Students who failed Semester I and wish to return must reapply through OCAS by February 1 for consideration for fall admission. Previous admission does not guarantee re-admission. Re-entry requires full-time student status.

PLACEMENT LOCATION: The majority of Confederation College Paramedic program placements occur with SNEMS in the City of Thunder Bay. When there is an insufficient number of paramedic preceptors, close regional and distant regional partners are then involved. This may include the districts of Thunder Bay, Kenora, and Rainy River. On a case-by-case basis, placements in another community may be permitted. Any cost associated with ambulance field placement is the student's responsibility.

Remediation Plan — Re-Entry to Ambulance Field Placement After Failed Placement

Students who have been unsuccessful in placement and are seeking re-entry to the ambulance field placement must complete all of the following requirements, as developed and verified by the Program Coordinator. This plan is tailored to the individual student and must be signed off on before placement clearance is granted.

Requirements

- Attend a minimum of 40 hours of Saturday practice labs in the semester prior to re-entry. Attendance days are flexible but must meet the minimum hour requirement and will be verified by a Saturday practice lab faculty member.
- Complete 24 scenarios, developed by the Program Coordinator. Ideally, all 24 scenarios will be witnessed and signed off by a faculty member; however, up to 12 scenarios may be peer sign-offs.
- In early December, complete 7 OSCE (verbal) scenarios evaluated using the Global Rating Scale (GRS) rubric. Standard GRS timing applies: 12 minutes work, 8 minutes rest. Content will focus on second-semester skills and assessment. Two faculty examiners will alternate. When all dimensions are averaged across all 7 scenarios, the student must achieve a minimum of 4.0 in each dimension.
- Successfully complete a final lift test using the standard lifting rubric at 220 lbs on a stretcher and lifting chair, prior to being cleared for ambulance field placement.
- Complete Academic Certification with the TBRHSC Base Hospital Program prior to entering placement.

⚠ All remediation requirements must be met before a student can be cleared for ambulance field placement. Failure to meet any component will prevent re-entry to placement.

Attendance Policies

Classroom

Regular attendance is essential. There is a direct relationship between attendance and success in the Paramedic Program. Absences and lateness are documented on the student's record — even when attendance is not a graded component of the course.

- Students are responsible for all course content missed during absences. Instructors are not obligated to privately repeat content.
- Notify your course instructor of any course absences — ideally, this must occur ahead of class start times
- Tests & Exams — if you miss a test or exam and have not contacted the instructor prior to the scheduled time, you will receive a zero, unless supported by acceptable documentation (e.g., a doctor's note, death certificate, or court summons). Contact the instructor immediately on your return.
- Assignments must be submitted exactly as directed and on time, or a zero will be assigned.

Refer to the Student Handbook (*Charter of Students' Rights and Responsibilities*) for expectations related to attendance, tests, exams, and assignments.

Patient Care Lab Attendance

- Patient Care Lab attendance is compulsory — labs are a prerequisite for placement experience.
- Notify your lab instructor before any scheduled lab you cannot attend.
- Absences are recorded. Students are responsible for any missed lab content.
- Arrive on time. Repeated lateness is noted and reflects negatively on professional practice.
- Attend in full, clean paramedic uniform. Uniform issues must be resolved immediately.

NOTE: Practice labs are not mandatory unless a student has been individually referred. However, there is a direct correlation between practice lab attendance and program success.

Hospital Clinical & Field Placement Attendance

- Students must be present for all scheduled placement experiences.
- If ill, notify the hospital clinical instructor or ambulance field placement liaison via email or established communication method.
- Do not leave a placement early without reporting to your clinical instructor or ambulance field placement liaison. You will not receive credit for your hours on the placement that shift, and there is no guarantee of makeup shifts.

- Do not change shifts without approval from the College Clinical instructor or Field Placement Liaison.
- Injuries or exposure to contagious disease — notify the hospital clinical instructor/field placement liaison, employer, and EMS superintendent immediately, then complete required incident documentation within 24 hours (see WSIB section).

Health Requirements

All students enrolled in the Paramedic Program must maintain current health requirements throughout the program. Details on required immunizations and forms are available from the College Health Centre.

Health requirements information:

- Submit the "Immunization Communicable Diseases Form" and a full immunization record (including blood work) to the College Health Centre.
- All immunizations must be current at the time of submission.
- Year 2 TB Skin Test is required. A positive result requires a chest X-ray.
- Annual flu shot certificate must be submitted to the College Health Nurse.

Students may not attend hospital clinical or ambulance field placements until all health requirements for both settings are complete.

Students are responsible for informing their instructor(s) of any health condition that places them at risk in placement areas. Students who have been absent from placement may require a note from a physician or Nurse Practitioner before returning.

Workplace Safety & Insurance (WSIB)

The Ministry of Education and Training funds WSIB costs for postsecondary Health Sciences students in unpaid field and clinical placements with organizations covered by the Workers' Compensation Act. Private insurance coverage is provided for students placed with non-covered employers.

⚠ Any injury — however minor — must be reported immediately to the clinical/placement agency and your instructor. A Student Report of Injury must be completed within 24 hours. Late submissions incur a late-filing fee charged to the student.

Paramedic services and hospitals may have additional forms to complete. Students must comply with the policies of their placement agency. The College will submit the required documentation to WSIB or the private insurer on your behalf. Contact the Coordinator for more information. The college is responsible for the ASIB / insurance average NOT the placement provider

Infection Control

Paramedic students must be aware of the risks of infection transmission in practice settings and take all necessary precautions. Infection control is integral to safe practice.

The program follows the principles of Universal Precautions and Body Substance Precautions — treating all blood and body fluids as potentially infectious, regardless of whether the patient appears symptomatic. The minimum PPE requirements for all patient contacts include, but are not limited to, disposable gloves, a level III surgical mask, and approved protective eyewear. If a student is exposed and was not protected to the minimum PPE standard, they risk losing WSIB coverage for their exposure.

Body fluids considered potentially infectious under Universal Precautions include: semen, vaginal secretions, cerebrospinal fluid, pleural fluid, synovial fluid, peritoneal fluid, pericardial fluid, and amniotic fluid. Feces, nasal secretions, sputum, sweat, tears, urine, and vomitus are considered potentially infectious only if they contain visible blood.

For full guidelines, refer to the documents below:

[Communicable Disease Control Standards \(Aug 2015, v2.0\)](#)

[Ambulance Transportation Standards \(March 2021, v2.5\)](#)

Once introduced to these guidelines, students are expected to incorporate preventive practices in all clinical and community settings. For specific questions, consult your instructor or an Infection Control Practitioner at your placement agency.

Communication & Contact Updates

Email as Primary Communication

Email is the primary form of communication between students and faculty. Check your college email at least once daily during all academic semesters, including placements at an appropriate time of day.

Provide your cell phone number to the Program Coordinator and to the professor in charge of your clinical area. This allows the College to reach you quickly if urgent placement issues arise.

Unresolved concerns with an employer can result in a student being removed from the clinical area, and there are no guarantees of replacement placements.

Statement of Confidentiality

The Confederation College Paramedic Diploma Program recognizes the individual's right to privacy regarding information encountered during practicum placements.

Confidentiality extends to everything learned during placement — important and seemingly unimportant information alike. This includes the identity of all contacts; identified problems, their causes, and treatments; and anything disclosed by the client, family, or friends, including economic status, living conditions, and domestic difficulties.

Client information may be shared only when essential for continuity of care, or during instructor conferences directly related to meeting educational outcomes. It must not be shared outside these educational boundaries.

⚠ Misuse of confidential information is a serious breach and will result in disciplinary action up to and including dismissal from the program. Students WILL NOT take photographs of any patient information. This is a clear violation of PHIPA protection and is grounds for immediate dismissal from placement or clinical sites.

Uniform & Appearance Policy

Professional appearance supports patient trust, infection control, and personal safety. All students are expected to maintain the following standards.

Uniform Standards — Ambulance Field Placement & Patient Care Lab

- Navy-blue paramedic uniform shirt (short or long sleeve). One button may be undone at the collar. Shirt tucked in at all times.
- Paramedic student crests worn on each shoulder and paramedic student epaulet on each shoulder available from Uniform Pros (Thunder Bay)
- Approved black belt with plain buckle — no identifying symbols.
- Pants neatly hemmed and not tucked into boots, navy-blue paramedic pants with a 1" reflective lateral stripe.
- Once a student achieves academic certification in semester IV, they will then purchase the single red striped epaulets for their placement.

HOSPITAL SETTINGS: Hospital/scrub uniforms must be a solid grey color (no prints) and free of contaminants. A college paramedic crest is worn on the left chest of the scrub

- Student must display their Confederation College student identification at all times during hospital Clinical and Ambulance Field placement. Your N95 mask fit number must be noted on the back.

Footwear & Safety Equipment

- CSA approved Composite or Steel-toed, black, 8" high safety boots — required for labs and ambulance field placements.
- Hospital placement: safe, comfortable, clean, and intact footwear. Running shoes are standard. Unapproved footwear, Crocs/ Clogs, is not permitted.
- CSA-approved safety glasses — required for labs and placement. Must be approved by your instructor before use.
- Helmet — required for ambulance placements at accident scenes, industrial areas, and when directed by your preceptor. Must have Paramedic student sticker identifier on helmet
- Traffic vest (greenish-yellow with full reflective taping, CSA standard) — required for field placement, supplied by the student.
- Winter parka — CSA-compliant, greenish fluorescent with reflective striping, College crests on both shoulders as well as epaulets, and "STUDENT" crests on front and back. No attached hoodie (safety requirement). Required from the start of Semester II. Students source and purchase their own parkas.

WHERE TO PURCHASE: Uniform items may be purchased from SANDS Online, Uniform Pros (807-622-7987), or other uniform retailers. The choice is the student's — the end result must meet program standards.

Personal Hygiene & Grooming

- Oral hygiene — attend to oral hygiene before and during placement. Avoid tobacco and strong-smelling foods (e.g., garlic) before clinical shifts.
- Hair — clean, neat, conservative, and off the collar.
- Facial if present must meet the N95 certification standards. Written verification will be required from the mask fit company if a student indicates they were mask-fit tested with facial hair.
- Perspiration — use unscented antiperspirant. Attend to foot hygiene; deodorizing foot powder may help.
- Makeup — conservative, subdued, and appropriate for daytime wear.
- Fragrance — perfume, aftershave, and scented products are prohibited in clinical areas. Please also avoid strong fragrances in class.
- Nail care — nails must be clean, short, and smoothly filed. False nails with pointed ends are NOT permitted due to the potential for patient injury. Coloured nail polish is not permitted.
- Facial piercings — may be asked to be removed in clinical areas due to safety concerns (infection risk and potential for patient-inflicted injury).

Jewelry

- A watch capable of counting seconds or pulses is required. Modest size and colour. A wristwatch or a lapel watch is acceptable.
- Medical alert bracelets may be worn.
- Decorative jewelry should not be worn. Two exceptions: a plain band ring (silicone bands are recommended) and a small, smooth, plain gold/silver/white/pearl stud. No dangling earrings.
- Scarves, neckties, and neck jewelry are not permitted — patients may grab or pull at these items, creating a risk of injury.

Uniform Use Outside of School/Placement

⚠ Uniforms may only be worn to and from school or placement. Wearing the uniform to social functions or for any non-school activity is strictly prohibited.

Faculty will correct any uniform non-compliance at any time a uniform is to be worn. Students may be asked to leave the lab to remedy a uniform issue and return once it is resolved. Violations during lab or clinical placement may result in dismissal from that session.

Computer Use During Placement

- Students may not access the internet on company-owned Paramedic computers.
- Personal devices (laptops, phones) may be used during non-patient-care time only, and only where permitted by the placement agency's policy.
- Cell phones must be on silent or off during patient calls and are not permitted in the hospital during patient contact.
- Use of personal cell phones during offload delay is strictly forbidden.
- Student will need a device to access the online SIMKLAR platform.

Return to Fitness & Placement After Injury, Illness, or Extended Absence

This protocol applies to any student enrolled in the Primary Care Paramedic or Advanced Care Paramedic Program who is unable to participate in physical education classes or ambulance field placement due to injury, illness, or an absence of four weeks or more.

Accepted Medical Notes

The Paramedic Program will accept medical notes from a nurse practitioner or medical doctor/physician who is registered, active, and legally permitted to practice in Ontario. Students are encouraged to use the Confederation College Health Center nurse practitioner team due to their familiarity with the program's physical demands; however, the choice of practitioner is the student's.

⚠ Medical assessments must be completed in person. Telephone or virtual-only assessments are not accepted for this purpose.

Required Medical Documentation

Part A — Within 72 Hours of Injury or Onset of Illness

Any student who states they are injured or ill and cannot participate in physical education or field placement must:

- Attend an in-person medical assessment within 72 hours.
- Obtain a signed and dated medical note confirming inability to participate.
- Ensure the note includes the anticipated date of return to unrestricted participation.

Part B — Prior to Returning to Physical Education or Placement

Before returning to classes or placement, the student will receive an information sheet outlining the physical requirements for each semester of the program. The student must:

- Read and sign each section of the information sheet.
- Present the information sheet to their nurse practitioner or physician during the return-to-participation assessment.
- Submit the signed hard copy to the Program Coordinator.

Incremental Return-to-Participation Process

Once a valid medical note has been received with no restrictions, the student enters a graduated return-to-participation process tailored to their circumstances. This is a collaborative process between the student and the physical education instructor and/or ambulance field placement coordinator.

- Minimum duration: 4 weeks. Maximum duration: 6 weeks (unless the physician specifies otherwise).
- The objective is for the student to lift asymptotically — without pain or other symptoms — at each stage before advancing.
- No medical reassessment is needed if the student is progressing without complaints.
- If the student reports pain or cannot complete any stage, a new medical assessment is required, and a revised timeline will be set by the practitioner.

Four-Step Incremental Process (20% increase per week)

Course	Step 1 50%	Step 2 70%	Step 3 90%	Step 4 100%
Sem 1 — AB 115	95 lbs.	~130 lbs.	~170 lbs.	190 lbs.
Sem 2 — AB 218	110 lbs.	~150 lbs.	~200 lbs.	220 lbs.
Sem 3 — AB 318	110 lbs.	~150 lbs.	~200 lbs.	220 lbs.
Sem 4 — AB 434	110 lbs.	~150 lbs.	~200 lbs.	220 lbs.

NOTE: A minimum of one week is required between steps, unless otherwise directed by the nurse practitioner or physician.

Six-Step Incremental Process (10% increase per week)

Course	Step 1 50%	Step 2 60%	Step 3 70%	Step 4 80%	Step 5 90%	Step 6 100%
Sem 1 — AB 115	95 lbs.	~115 lbs.	~130 lbs.	~150 lbs.	~170 lbs.	190 lbs.
Sem 2 — AB 218	110 lbs.	~130 lbs.	~155 lbs.	~175 lbs.	~200 lbs.	220 lbs.
Sem 3 — AB 318	110 lbs.	~130 lbs.	~155 lbs.	~175 lbs.	~200 lbs.	220 lbs.
Sem 4 — AB 434	110 lbs.	~130 lbs.	~155 lbs.	~175 lbs.	~200 lbs.	220 lbs.

NOTE: A minimum of one week is required between steps, unless otherwise directed by the nurse practitioner or physician.

Completion Deadlines

Students must meet the full-semester benchmark before advancing to the next semester. The table below outlines the final dates for completing the return-to-participation process:

Semester Transition	Deadline — Current Semester	Deadline — Subsequent Semester
Semester 1 → 2	December 15	Withdrawal-without-financial-penalty cutoff (typically January 15)
Semester 2 → 3	April 15	Withdrawal-without-financial-penalty cutoff (typically September 15)
Semester 3 → 4	December 15	Prior to the Ambulance Field Placement start (typically February 1)
Semester 4 → Graduation	April 15	Prior to the A-EMCA exam registration cutoff (typically April 15)

Physical Requirements — Information Sheet for Medical Practitioner

The following describes the physical activities a student must be cleared to perform. This sheet is given to the student's nurse practitioner or physician so they can make an informed assessment. The student signs each section to confirm they have reviewed it with their practitioner.

1. Stretcher / Backboard Lifting (with a lifting partner)

The student lifts a spine board loaded with a lifting manikin from the floor to the stretcher. From the head-end position, the student lifts and carries the loaded spine board up and then back down two flights of stairs. After an 8-minute rest, the student moves to the foot-end and repeats.

- Flight of stairs: a run of at least 10 continuous steps at standard building-code angle, with a landing at the top.
- "Under control" means maneuvering the spine board effortlessly and efficiently — without tipping, dropping, or stopping before reaching a landing.

Semester	Standard Lifting Weight
Semester 1	190 lbs.
Semester 2	220 lbs.
Semester 3	220 lbs.
Semester 4	220 lbs.

2. Stair Chair Lifting (with a lifting partner)

From the head-end, the student carries the weighted lifting chair up and back down one flight of stairs. After a 20-second break, the student moves to the foot-end and repeats. Control standards are the same as above.

Semester	Standard Lifting Weight
Semester 1	190 lbs.
Semester 2	220 lbs.
Semester 3	220 lbs.
Semester 4	220 lbs.

3. Stationary Stretcher Lift (with a lifting partner)

From the head-end, the student raises and lowers the weighted, stationary stretcher to various heights. From the foot-end, the student does the same using the left hand to squeeze and release the mechanical trigger.

Semester	Standard Lifting Weight
Semester 1	190 lbs.
Semester 2	220 lbs.
Semester 3	220 lbs.
Semester 4	220 lbs.

4. 20-Meter Shuttle Run (Beep Test)

The student continuously runs between two lines 20 metres apart, keeping pace with recorded beeps that increase in frequency. The student must reach the minimum beep test benchmark for their semester.

5. Physical Skills — Paramedic Agility Training (PS-PAT)

A three-stage gymnasium course assessing endurance, strength, and dexterity through tasks simulating everyday paramedic work:

- Stage 1 — Pick up two 25 lb. (11.4 kg) water-filled containers and complete the circuit, including the stair climb section. Complete 8 squat thrusts with push-up ("burpees"). Repeat the circuit back to the finish line.

- Stage 2 — Pick up two 50 lb. (22.7 kg) water-filled containers and complete the circuit including the stair climb section. Complete 3 minutes of uninterrupted CPR chest compressions. Repeat the circuit back to the finish line.
- Stage 3 — Complete a dexterity challenge using a pegboard with both the left and right hands individually. Pick up a 100 lb. (45.5 kg) weighted walker at chest height, walk forward to the stair climb section, and complete a two-step lift four times. Walk backward with the weighted walker to the finish line.

Student Acknowledgement

I have read and understand the physical education requirements listed above and have discussed them with my nurse practitioner or physician.

Student Name (print)	
Student Signature	
Date of In-Person Medical Assessment	

Appendix A — Social Networking Policy

The Paramedic Program faculty views social networking positively when used professionally and ethically to enhance academic learning. Students have the right to self-expression on social media — within the professional and ethical boundaries of this directive.

Social networking includes, but is not limited to: Facebook (including personal group pages), Instagram, X (Twitter), Snapchat, TikTok, group chats, blogs, and any other media-based interchange (written, audio, photo, or video).

Students who engage with social media activities are bound by College policies on Academic Integrity (Policy 5-5-01), Use of Information Technology (Policy 5-5-05), and the Student Code of Conduct (Policy 5-5-02). NOTE: Future employers may also screen candidates for social media activity.

Requirements

- Be professional, ethical, and respectful in all posts referencing Confederation College, the Paramedic Program, faculty, students, and clinical partners.
- Do not use social media to disparage the College, program, faculty, students, or clinical placement partners.
- Do not use disrespectful, vulgar, profane, racist, or discriminatory language.
- Do not harass, bully, or intimidate fellow students, faculty, or any other person.
- Never take or post photographs or videos while in any lab, clinical setting, or hospital.

⚠ Failure to comply with this directive will result in disciplinary action up to and including expulsion from the program, depending on the severity of the violation.

Appendix B — College Policy Quick Reference and Paramedic Links

Policy/ Paramedic Resources	Link
All Academic Policies	https://www.confederationcollege.ca/department/policies/academic
Paramedic Practice Documents	https://www.ontario.ca/page/paramedic-practice-documents
Ontario Paramedic Association	https://www.ontarioparamedic.ca/
Paramedic Association of Canada: NOCP	https://paramedic.ca/competencies/nocp/
Ambulance Act	https://www.ontario.ca/laws/statute/90a19
National Truth and Reconciliation Commission of Canada	https://nctr.ca/about/truth-and-reconciliation-commission-of-canada/