

May 5, 2021

**To:** All Paramedics**From:** Jamie Burnett  
A/Commander, Education and Development**Re: Mandatory Base Hospital Education – Assessment of Patients with Possible COVID-19 Auxiliary Medical Directive**

The Advanced Life Support Patient Care Standards Version 4.8 includes the Auxiliary Medical Directive "*Assessment of Patients with Possible COVID-19*". The purpose of this medical directive is to support healthcare system capacity by allowing Paramedics to treat and release specific patients who have screened positive or have confirmed COVID-19.

This medical directive will be activated or deactivated as required, in consultation with our hospital partners and the Regional Base Hospital. This medical directive may not be used until further communication from the Base Hospital indicates that the medical directive has been activated, and you have completed the mandatory training described below.

### Mandatory Training

**All active Paramedics must complete this online education session between May 5, 2021 and June 15, 2021.** The session can be accessed via the Paramedic Portal of Ontario (<https://paramedicportalontario.ca/course/view.php?id=1468>). Please review the attached Base Hospital memorandum carefully.

Full-time Paramedics who complete the online education package on their own time, prior to the deadline, will be compensated with one (1) hour of overtime (pay or lieu earned). Part-time Paramedics will be compensated with one (1) hour of pay at straight time.

If you are unable to complete the session as detailed above, **you must contact [CME@toronto.ca](mailto:CME@toronto.ca) no later than May 19, 2021 to select one of the options below.**

- Option #1 - If you do not have the available technology to complete the CME on your own, please contact [CME@toronto.ca](mailto:CME@toronto.ca). Our CME leads will book an appointment for you to use an Education and Development computer to complete the online package. These appointments will be booked on a scheduled day off, at a mutually agreeable time. You will be compensated as detailed above.
- Option #2 - If you would like to complete this session during regular work hours, please contact [CME@toronto.ca](mailto:CME@toronto.ca). You will be scheduled to complete the online training package on a regularly-scheduled shift. If you select this option, you will not

be entitled to additional pay or lieu time earned. When your CME is complete, you will return to Operations and be deployed as required.

### **Required Documentation**

If you complete the training on your own time, you will be directed to a link to submit your compensation preference online. Pension, Payroll, and Employee Benefits will process compensation on or before the July 8, 2021 pay date. If you do not submit this information, your compensation will not be processed.

If you are currently administratively deactivated by the Base Hospital, **do not** complete this training. Training in the medical directive will be incorporated into your return to practice education. If you are unsure of your status with the Base Hospital, please contact [paramedic.portal@sunnybrook.ca](mailto:paramedic.portal@sunnybrook.ca).

Questions can be directed to [CME@toronto.ca](mailto:CME@toronto.ca) or Tom Bruce, Superintendent, Education and Development (416-392-4930).

Sincerely,

*(Original signed by)*  
Jamie Burnett

c.: G. McEachen, Deputy Chiefs, Operations Commanders, A. Thurston, DOC, Base Hospital,  
Communications Review, Multimedia