

HRI Documentation Audit FAQ

Drivers License & Abstract



When is my F Class or equivalent License due?

You must upload your valid F Class license or equivalent when applying for the position & bring your card to driver training

What is considered to be an F Class license equivalent in Ontario?

B, C & E.

What if I have an out of Province F Class license or equivalent?

You must upload 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 by no later than the first day of your employment contract.

When is my drivers abstract due?

You will be submitting your abstract at driver testing/documentation audit. Please note, the driver 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 Abstracts that are pulled prior to that are no longer valid or accepted.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 abstract is required?

3-year non-address driver abstract.

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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. 2022/2023)
PRPS annual renewals are in the Fall every year. Your CPR must not expire before our renewal

What level of CPR certification is required?

HCP, BLS

Organization and Accepted Certification

Red Cross – BLS
Heart and Stroke – BLS
St John Ambulance BLS-HCP CPR & AED
Lifesaving Society – CPR-HCP
Canadian Ski Patrol – CSP -AFA



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Diploma & AEMCA



The application process requires me to upload 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 upload in place of a diploma?

Letter from your College confirming your current enrollment in the program, current standing, and with anticipated graduation date

If I am invited to the driver testing/documentation audit stage it also requests a letter from my College, would this be the same one that I uploaded during application?

No! At that stage of the process we will require you to provide an updated letter stating that you have successfully completed the program. If your program is still in progress, you must provide a letter of successful completion by no later than the first date of your employment contract. 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 time I do driver testing/documentation audit, what will happen?

If you have registered for the exam and have proof of such please bring it with you. Otherwise, you will be required to submit your results letter to Risk & Audit upon immediate receipt and the formal certificate within **210 days** of your graduation date.

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Criminal Record Check



When is my 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 **45 days of that testing**. CRC's that are pulled prior to that are no longer valid or accepted by the Region.

What specific level of Criminal Record Check (CRC) is required?

Vulnerable Sector Checks are mandatory upon hire.

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CD Immunization Questionnaire



If I don't have my vaccine history, what can 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 your Physician to complete the CD Health Questionnaire

Can I use my vaccine data from College?

No. **The CD Questionnaire** must be completed by your Physician prior to driver training. All vaccines must be up to date and, **all Serology and TB1 must be from the Year of hire**

What do I do if I don't Sero convert?

Have your Physician complete the Medical Exemption Form citing the virus applicable and the timeline of exemption required. Submit completed form in addition to the CD Questionnaire.

What is Question 10? Communicable Disease Declaration

Question 10 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 Step 1 & Step 2

The TB skin test 1 step is mandatory within 90 days of the driver training. If positive, a current clear chest x-ray must be completed and validated by your physician. Any historical 2 step will be accepted.

Polio?

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



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CD Immunization Questionnaire



Covid 19 Declaration?

Please include your mandatory 2 dose vaccine data, and be prepared to upload your passport onto the PRPS CV19 declaration form

Diphtheria & Tetanus?

This vaccine must be reported every 10 years upon receiving the booster to maintain Ministry compliance. Note that this vaccine is often given with Pertussis.

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

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

Hep 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