

Enhanced Extern Program

Guide for Health Care Organizations

Ministry of Health

October 2021

Purpose

This guide outlines considerations for implementing the Enhanced Extern Program (EEP) and is intended for use by hospitals that received approval for Phase 3 critical care or other hospitals beds, and hospitals that were notified by the Ministry of Health (the ministry) of their eligibility for EEP. Hospitals are required to consider various factors, including those identified in this guide, to determine the appropriate implementation of the EEP program at their facilities.

Other organizations may leverage the suggestions and implementation resources included herein to develop Extern opportunities that align with their fiscal and operational requirements.

The Nursing Extern Program, which was made available to selected hospitals on January 8, 2021, has been transitioned to the Enhanced Extern Program.

Version

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Terms Used

The full form or explanations provided below pertain to this document only. The terms used here may have other meanings in different contexts and documents.

Term	Full form or Explanation	
Program	Enhanced Extern Program	
EMC	Extern Mentor/Coordinator, or equivalent as determined by health care organizations	
"hospitals," "health care organizations," "hospital organizations," and "organizations"	Used interchangeably throughout this document	
Nursing professional	Includes Registered Nurse Practitioner (NP)/advanced practice nurse (APN), Registered Nurse (RN), or Registered Practical Nurse (RPN)	
"the ministry"	Ministry of Health	
ОН	Ontario Health	

Overview

The Enhanced Extern Program (EEP) is available to hospitals that received approval for Phase 3 critical care or other hospital beds, and to hospitals that were notified by the ministry of their eligibility for EEP.

Externs are clinical learners who are employed as unregulated care providers to work under the supervision of regulated care providers. Types of eligible clinical learners includes those in nursing, respiratory therapy, medicine, physiotherapy, occupational therapy, and paramedic programs, or recent Canadian medical graduates awaiting start of residency. Each organization is required to determine how Externs can be incorporated appropriately to best support workflow and patient management.

Wage and salary expenses for Externs and Extern Mentor/Coordinators will be eligible for reimbursement through the COVID-19 incremental expenses process.

Hospital Eligibility

EEP is available to the following hospitals:

- Hospitals that received approval for Phase 3 critical care beds, and
- Hospitals that were notified of EEP eligibility by the ministry.

Eligibility inquiries can be directed to regional Ontario Health contacts.

Reimbursable Expenses

Participating hospitals must be able to demonstrate that health human resource (HHR) capacity issues were addressed through EEP implementation.

Each participating hospital can claim \$20.60 per hour, including benefits, for Extern wage and salary expenses.

The wage and salary expenses associated with employing Extern mentors or coordinators (EMCs) are also eligible for reimbursement.

The expenses eligible for funding consideration include costs associated with inservice education of Externs and EMCs. Other expenses related to the hiring and onboarding of Externs and EMCs are not eligible.

The ministry completed an analysis of various COVID-19 and hospital capacity indicators to determine hospital streams and maximum eligible expenses. Maximum eligible expenses may vary between and within streams and will be communicated directly to hospitals.

Full-Time Equivalents (FTEs)

The ministry recognizes that organizations may employ Externs in positions with varying FTEs. Hospitals can submit \$20.60 per hour for Extern employment expenses, regardless of the position's FTE.

Hospitals have the flexibility to develop EMC compensation structures that meet their unique needs. Expenses associated with EMC or equivalent positions are eligible for funding consideration depending on EEP stream.

Extern Type

Clinical learners from several fields of study can be incorporated in staffing strategies. The wage and salary expenses associated with employing Externs who are clinical learners in nursing, respiratory therapy, medicine, physiotherapy, occupational therapy and paramedic programs, or recent Canadian medical graduates awaiting start of residency are eligible for funding consideration.

Extern Position Considerations

Extern Status

Externs should work as part of a team under the supervision of regulated health care providers.

Extern Scope of Practice

Hospitals are required determine the appropriate type of work for Externs based on various criteria, including: their competency level, abilities, and skills; patient needs; organizational policies; and legislation. The delegation of controlled acts or medical directives may be appropriate in certain circumstances, as determined by the hospital and regulated health professionals. See Appendix A for additional information.

Extern Supervision and Mentorship

Externs practice under the direct and/or indirect supervision of a regulated health professional in the care environment, as deemed appropriate by the hospital. The supervising health professional should be aware of the patients/clients' conditions, activities and associated risks for care and environment supports.¹

Hospitals may consider a non-supervisory Extern Mentor/Coordinator (EMC) role to complement the clinical supervision model. The EMC role could support the education and development of the Externs, provide mentorship, support, team integration, Extern coordination, and overall program implementation and evaluation.

Workflow

The Enhanced Extern Program leverages the clinical service delivery expertise of participating hospitals. Each organization should identify how Externs are incorporated in its workflow and patient management.

Clinical Learner Considerations

The EEP Extern role is not a substitute for clinical rotations or placement. All Extern employment opportunities should be paid assignments over and above clinical placement requirements of clinical programs.

The minimum training levels and education requirements that should be considered for Externs from different programs are outlined below.

Nursing Externs

Nursing students in any year of study in a College of Nurses of Ontario (CNO) approved Baccalaureate Nursing (BScN or BN) program and Practical Nursing (PN) program.

Occupational Therapy Externs

Occupational therapy students in any year of study in a training program accredited by the Canadian Association of Occupational Therapists (CAOT).

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¹ CNO, 2013

Internationally Educated Nurses

IENs who have initiated registration with the College of Nurses of Ontario (CNO), have received a CNO letter of direction and meet one of the following:

- are in any year of study in a CNO approved program, such as a BScN-IEN program, PN-IEN program, or
- are completing a micro-credential plan with a curriculum to meet the CNO requirements for registration (e.g. Standards of Practice for nursing, Entry-to-Practice Competencies, Evidence of Safe Practice, Evidence of English Language Proficiency) or
- have completed their educational requirements (e.g. BScN-IEN/PN-IEN program or micro-credentialing) and are waiting to write their registration exam

Hospitals are required determine the appropriate type of work for Externs based on various criteria, including: their competency level, abilities, and skills; patient needs; organizational policies; and legislation.

Paramedic Externs

Paramedic students in second year of an approved Paramedic Program can be considered for the EEP Extern role.

Physiotherapy Externs

Physiotherapy students in any year of study of a training program accredited by Physiotherapy Education Accreditation Canada (PEAC).

Respiratory Therapy Externs

Respiratory Therapy students in their second and third year of a training program accredited by the Council on Accreditation of Respiratory Therapy Education, which is administered by the Canadian Society of Respiratory Therapists, would be best suited for the EEP Extern role.

Undergraduate Medical Externs

Undergraduate medical students in their final year of a program of medical education leading to the MD degree that has been accredited by the Committee on Accreditation of Canadian Medical Schools (CACMS) can be considered for the EEP Extern role.

Recent Medical Graduates

Recent graduates from a program of medical education leading to the MD degree that has been accredited by the Committee on Accreditation of Canadian Medical Schools (CACMS) and who are awaiting the start of an accredited residency program can be considered for the EEP Extern role

Extern Mentor/Coordinators (EMCs)

When employing Externs, hospitals may wish to consider developing a mentorship model for Externs. The number of Externs supported by each EMC is determined by hospitals. Considerations to determine this include patient safety and the Externs' knowledge, skill, judgment, and year of study.

Considerations Regarding EMCs' Professional Requirements and Qualifications

The EMC roles provide leadership opportunities for experienced health care providers who are in good standing with their regulatory body. The following qualifications may be considered as part of a more comprehensive selection criteria for EMCs:

- Excellent clinical skills and competencies,
- Outstanding communication skills,
- Previous experience teaching, working with learners and/or precepting,
- Previous experience as Clinical Instructor or placement supervisor, and
- Demonstrated leadership, change management, and problem-solving skills.

Responsibilities

EMCs should be responsible for supporting Externs' practice and integration into the clinical area in accordance with organizational and professional standards, and in collaboration with clinical teams. Appendix A provides a high-level summary and example of EMC roles and responsibilities.

The delineation between the Extern supervision and mentorship roles is at the hospital's discretion. For example, a hospital may choose to have an EMC role that is 80% mentorship and 20% clinical practice.

Enhanced Extern Program Implementation

EEP enables hospitals to supplement existing health human resources in a flexible way to meet each organization's unique needs. Hospitals participating in the program should leverage organizational insights on clinical service delivery, clinical workflows, along with professional and legislative considerations when implementing the program.

Hiring Externs

Hospitals may choose their preferred approach to identify and hire Externs. For example, organizations may employ clinical learners through:

- Existing relationships with educational institutions,
- Employing students completing unpaid placements in the hospital setting,
- Regular position posting, or
- Working with Ontario Health (OH) to market positions and utilizing OH recruitment supports.

Hospitals can request OH support by emailing PracticeOntario@ontariohealth.ca

Best Practices

Best practices based on the experience of other organizations that have adopted similar models include, but are not limited to:

- Establishing a clear onboarding and education pathway for Externs (e.g., Extern Passport),
- Ensuring Extern supervision structures and mechanisms are in place in the clinical area.
- Establishing a structure for ongoing Extern and practice area support (e.g., debriefs, check-ins, ongoing laddered education, issue resolution),
- Developing organizational guidelines for the Extern scope of practice, and delegations to support practice where required,
- Leveraging existing clinical placement nursing students for Extern program, and
- Providing clear guidelines on the role of Externs as it relates to COVID-19 positive patient care and outbreak response.

Resources to support Enhanced Extern Program Implementation are included in Appendix A.

Reporting Requirements

All hospitals implementing an Extern Program described in this guide (i.e., all EEP streams) must report financial and program indicators as outlined in the COVID-19 Hospital Incremental Expenses Guidance Document.

The ministry may request additional information from participating hospitals for program monitoring and evaluation purposes.

Expense Submission

Salary and wage expenses associated with the EEP can be submitted for reimbursement consideration through the COVID-19 incremental expenses process. Please refer to the COVID-19 Hospital Incremental Expenses Guidance Document for details.

Questions related to guiding principles for expenditure management can be emailed to Hospitals Branch at Hospitals.Branch-HSQFD@ontario.ca. Questions related to completing or submitting the Excel Template for COVID-19 Hospital Incremental Expenses can be emailed to AskHealthData@ontario.ca.

Enhanced Extern Program Summary



Overview

The Enhanced Extern Program (EEP) reimburses eligible wage and salary expenses for Externs and Extern/Mentor Coordinators. Externs are clinical learners who are employed as unregulated care providers to work under the supervision of regulated care providers. The recommendations below are examples of how hospitals may choose to implement the EEP and hospitals have the flexibility to adopt a model that meets each organization unique needs.

Key Contacts

Eligibility and General Inquiries	OH Recruitment Support	Expense Submission
Eligibility and general inquiries can be directed to regional Ontario Health contacts.	PracticeOntario@OntarioHealth.ca	Hospitals.Branch-HSQFD@ontario.ca

Implementation Recommendations

Role	Funding	Education/Qualification Recommendations	Mentorship and Supervision Model	Scope
Nursing Extern	 Externs: \$20.60 per hour EEP (January Start): up to 164,531 hours per hospital EEP (April Start): up to 73,125-146,250 hours per hospital EEP (Phase 3): funding available until beds are operational EEP (September Start): up to 42,656 hours per hospital. 	BScN or BN program: Any year PN program: Any year For IENs who have initiated registration with the CNO and have received a letter of direction to meet CNO requirements for nursing registration: BScN-IEN: Any year PN-IEN: Any year Completing a micro-credential plan	 EMCs support Externs' practice and integration into the clinical area EMCs support Extern education and development Externs are supervised by regulated health care providers 	Unregulated care provider Key activities are determined by the hospital and may include: Turning and positioning Hygiene, toileting, incontinence care Meal assistance/feeding Range of motion/mobilization Height and weight Intentional rounding Call bells, safety checks Document care provided Pain assessment
Paramedic Extern Physiotherapy Extern	Extern Mentor/Coordinator: • EEP (January Start): up to	Approved paramedic program: 2 nd year Approved physiotherapy program: Any year		o CAM assessmento Patient assessment and activities of daily livingo Care planning and evaluation
Occupational Therapy Extern	\$1,170,000 • EEP (April Start): up to \$520,000-1,040,000 • EEP (Phase 3): Up to \$260,000	Approved occupational therapy program: Any year		Ensure skin integrity and prevent pressure injuriesBraden scale assessment
Undergraduate Medicine Extern		MD program: Final year or recent Canadian medical graduates awaiting the start of residency.		o Falls risk assessmento Vital signs
Respiratory Therapy Extern	EEP (September Start): up to \$303, 333	Diploma in Respiratory Therapy: 2 nd to 3 rd year		 As listed above and: Ventilator check-out, equipment maintenance, supply management, and other related duties
Extern Mentor/Coordinator		In good standing with professional regulatory body	As determined by hospital	As determined by hospital

Appendix A: Implementation Resources

Extern programs have been successfully implemented within hospital organizations. This Appendix includes sample resources from Sunnybrook Health Sciences Centre's **Nursing Extern Program** as one example of how organizations may support program implementation.

As the Extern role has been designed for an unregulated care provider, it is anticipated it can be fulfilled by Externs of different professions. Additionally, EMC roles can be broadened to support all Externs. Enhanced Extern Program implementation can bring Externs of different professional backgrounds together, providing new opportunities for interprofessional education and collaboration.

Resources are shared with permission from Sunnybrook Health Sciences Centre and questions related to them can be sent to Tracey DasGupta, Director of Interprofessional Practice (Tracey.DasGupta@sunnybrook.ca).

The following resources are included in this Appendix:

- 1) Sample Extern Role At-A-Glance
- 2) Sample Extern Scope of Practice
- 3) Sample Extern Posting
- 4) Sample EMC Roles and Responsibilities
- 5) Sample Extern FAQs

The ministry would like to acknowledge the contributions made by the Hospital for Sick Children and Sunnybrook Health Sciences Centre in developing these resources.

Resource 1: Sample Nursing Extern Role At-A-Glance

Less complex, more predictable, low risk for negative outcome(s) (CNO, 2018)

More complex, unpredictable, and higher risk for negative outcome(s) (CNO, 2018)

Increasing need for unit nurse consultation and collaboration

- Turning and positioning Hygiene, toileting and incontinence care
- Meal assistance/feeding
- Range of Motion, mobilization
- Height and weight
- Intentional Rounding
- Call bells
- Safety checks
- Document care provided
- Pain Assessment
- **CAM Assessment**
- Patient Assessment and Activities of Daily Living (ADLs)
- Care planning and evaluation
- Ensure skin integrity and prevent pressure injuries
- Braden Scale Assessment
- Falls Risk Assessment
- Vital signs

Clinical Externs in their final year of study may accept delegation for the following controlled acts:

- Point of Care Testing (POCT) Glucose
- Intermittent and Indwelling Urinary Catheterization
- Oxygen Therapy (excludes high flow oxygen administration)

Administration of non-controlled medications

Includes eye drops, transdermal patches, topical ointments and oral medications

*Controlled acts can only be delegated to clinical externs with a successful passing grade of 80% or higher on the Clinical Extern Competency Test

Reference: College of Nurses of Ontario (2018). Practice Guideline: RN and RPN practice: The Client, the Nurse and the Environment

Resource 2: Sample Extern Scope of Practice

Examples of duties that Externs may fulfil include, but are not limited to:

- Participate in patient assessments and activities of daily living,
- Contribute to care planning and evaluation,
- Provide assistance with lifting, turning, transferring, transporting, and ambulating as per the hospital policy,
- Provide measures to ensure skin integrity and reduce pressure injuries,
- Assist with comfort measures and patient safety by ensuring the environment is clean and tidy and free of hazards,
- Communicate care (documentation/report),
- Engage in additional skills via delegation as approved by unit leadership (and as applicable), and
- Provide assigned care, under supervision, that they have the knowledge, skill, and judgement to do safely, excluding controlled acts.
 - o Delegation may be available for Externs in their final year of study, with supervision from a nurse, for the following controlled acts:
 - Point of Care Testing (POCT), glucose level testing,
 - Intermittent urinary catheterization,
 - Indwelling urinary catheterization, and
 - Oxygen therapy (excludes high flow administration of oxygen).
 - o Externs should successfully complete the appropriate education to engage in these acts.

It is the responsibility of Externs to:

- Request assistance with assigned duties whenever in need,
- Participate as a team member,
- Maintain dignity and self-esteem of patients and families in delivery of care,
- Practice patient privacy and confidentiality, and
- Practice behaviors consistent with the mission, vision, and values of their Employer.

Additionally, it is at each organization's discretion to schedule Externs as needed and shifts may include days, nights, and weekends.

Hospitals should evaluate patient safety considerations when determining the scope of practice for Externs. In keeping with best practices, Externs should **not**:

- Initiate Controlled Acts without delegation and competency verification,
- Administer the following drugs:
 - o Injections, IV medications, start IV infusions (can prime bags)
 - o Opioid, controlled drugs
 - o High alert medications
- Act as a witness, under any circumstances, for any purpose,
- Be left in sole charge of the unit or any patient under any circumstances,
- Provide independent double checks,
- Take verbal/telephone orders, provide telephone advice, and
- Perform advanced nursing competencies or procedures requiring additional education (i.e., remove chest tube).

Resource 3: Sample Nursing Extern Posting

Position Title: Clinical Extern - Nurse

Reports To: Patient Care Manager

Job Summary

The clinical extern will be working in the capacity as unregulated health care provider. Nursing clinical externs work in collaboration with a unit nursing team under direct and/or indirect supervision of an appointed registered nursing professional. They may perform pre-identified Controlled Acts authorized to nursing within the Regulated Health Professions Act (RHPA) of Ontario delegated to them under the supervision of a nursing professional who is authorized to perform them.

Externs will be hired on contract, during which the Extern will work part time hours to a maximum of full-time hours (37.5 hours per week). The scheduling of these hours will be determined based on unit needs and may include day/evening/night and weekend shifts.

Job Requirements

- Nursing Students in any year of study and enrolled in a CNO approved baccalaureate or diploma nursing program
- Demonstrated evidence of excellent academic standing
- Current certificate in Basic Cardiac Life Support required
- Completion of mandatory/required certifications provided via corporate orientation, including extern orientation, and as defined by unit (e.g., Fit Test, WHIMS, AODA, IP&C)
- Demonstrated infection prevention and control practices
- Effective interpersonal and communication skills
- Successful completion of a recent clinical placement in an acute care area preferred
- Students who have successfully completed a recent clinical placement preferred

Duties and Responsibilities

- Practices under the direct and/or indirect supervision of the nursing professional assigned to them on the unit and in a manner consistent with organizational policies and professional standards, while taking into account CNO guidance for unregulated care providers
- Works with unit nurses to ensure that they have the knowledge, skills and judgment needed to perform all actions/duties.

- Provides assistance with lifting, turning, transferring, transporting and ambulating as per the hospital policy.
- Provides measures to ensure skin integrity and reduce pressure injuries.
- Assists with comfort measures and patient safety by ensuring the environment is clean and tidy and free of hazards.
- Requests assistance with assigned duties whenever in need
- Demonstrates excellent problem-solving, decision making and critical thinking skills
- Demonstrates excellent organizational and time-management skills
- Participates as a team member

Resource 4: Sample EMC Roles and Responsibilities

Overview of Role:

Extern Mentor/Coordinators support the planning, education, and integration of Externs.

Roles and Responsibilities:

- Support integration of Externs at the organizational and unit level
- Contribute to Extern onboarding
- Create, adapt, and deliver orientation and learning resources
- Aid in integration of team processes and role clarity
- Assist Externs to become familiar with the work in their new area of practice
- Support unit teams to collaborate with Externs to provide required patient care
- Maintain regular unit presence to support ongoing education needs and tracking of required skills attainment
- Provide ongoing monitoring and evaluations of Extern role
- Promote Extern staff wellness and team well-being
- Serve as a liaison and conduit between the unit leadership, Professional Practice and Operations.

Resource 5: Sample Extern FAQs

Please note that responses are subject to change based on public health guidance and organizational policies.

Extern - Frequently Asked Questions (FAQs)

What Personal Protective Equipment (PPE) will I be provided with?

Externs will be provided with the same access to PPE as other clinical staff working with patients, including masks, face shields, gowns, and gloves. Details regarding required items as appropriate will be reviewed in orientation and at the local (unit) level.

Can I work as an Extern while attending placement?

In many instances, students can work for a health service provider and attend clinical placements, however, please check with your school for confirmation.

If I am on placement OR work in a long-term care (LTC) home or retirement home (RH):

You may not be able to work as an Extern while attending placement in order to comply with Ontario Regulations 146/20 (LTC) and 158/20 (RH), which limit employees/students/trainees of these settings from working with other health service providers.

What happens if the clinical area I am assigned to goes into outbreak?

In most situations, you may continue to work in the event a COVID-19 outbreak is declared on your unit as long as you have no symptoms of COVID-19. If you are deemed by Occupational Health and Safety to have had a significant exposure to COVID-19, you may be required to self-isolate for 14 days. Please remember to wear a mask and eye protection for every patient encounter to minimize your risk of exposure. Please follow instructions below if you also work or attend placement on other units or attend placement at another facility.

What happens if an outbreak is declared on the unit where I work, and I am currently in a clinical placement?

You will need to inform your school immediately. Student placements will be reassessed by your school and the organization where you are assigned and must

be cleared by them before you can return to placement. You may be required to miss clinical placement time as a result of exposure and/or you may not attend placement at either location for a designated time period, depending on the type of outbreak, or until the outbreak is declared over, whichever is earliest.

What happens if an outbreak is declared on the unit/area I am at for clinical placement and I work as an Extern?

You will need to inform the Occupational Health and Safety (OHS) office immediately. OHS will assess your situation and you must be cleared by them before you can return to work as an Extern. You may be required to miss work as a result of exposure and/or you may not attend placement at either location for a designated time period, depending on the type of outbreak, or until the outbreak is declared over, whichever is earliest.

How does working as an Extern impact my OSAP award?

Income you receive during your study period may be considered in how your OSAP award amount is assessed. Should your income exceed \$5,600 during in a single term (e.g., fall term, winter term, or spring/summer term) then you must report this income to OSAP. The amount over \$5,600 will be included in your OSAP assessment as a resource, which may result in a reduction of your OSAP award entitlement.

Resource 6: Sample FAQs for Health Care Organizations

Please note that responses are subject to change based on public health guidance and organizational policies.

Health Care Organizations - Frequently Asked Questions (FAQs)

What types of clinical learners qualify to become an extern in the EEP?

Externs can be clinical learners in the following stages of their education:

- BScN or BN program: Any year
- PN program: Any year
- BScN-IEN, PN-IEN: Any year
- IEN completing a micro-credential plan to meet CNO requirements for registration.
- Occupational Therapy: Any year
- Paramedic program: 2nd year
- Physiotherapy: Any year
- MD program: Final year; Recent Canadian Medical Graduates awaiting start of residency
- Respiratory Therapy Program: 2nd to 3rd year

Currently, only these clinical learners are eligible for EEP. The ministry will consider feedback to include other learners as the program evolves. Additionally, Extern hours **cannot** be used towards clinical placement requirement.

Hospitals must use discretion when selecting clinical learners to participate in the EEP based on the learners' competency level, ability, and skills to meet the operational policies within the organization.

Can a clinical learner qualify for EEP if they are a registered student that is currently deferred from their program and will be resuming in the upcoming academic year?

If the clinical learner you are considering remains a registered student while deferred from their academic program, it is up to the hospital's discretion to offer the Extern role employment. If the learner is no longer a registered student, the wage expenses would not be reimbursed.

Are recent nursing graduates eligible for EEP as they wait for a temporary nursing license?

Recent nursing graduates qualify for the EEP. However, they will no longer be eligible once they receive their temporary nursing license.

Does the hourly wage (\$20.60 per hour) for Externs include benefits?

Each participating hospital can claim \$20.60 per hour, including benefits, for Extern wage and salary expenses. The expenses eligible for funding consideration include costs associated with in-service education of Externs, but not expenses related to hiring and onboarding.

Due to existing compensation structures, some hospitals may have higher hourly wages. In this case, the ministry will fund a maximum of \$20.60 per Extern hour and allow flexibility for hospitals to ensure the Extern hours are within the total allocated eligible extern hours and total reimbursement amount, depending on the EEP start stream. This may impact the number of Extern hours and it is at the organization's discretion if a reduced number of hours is acceptable.

Are the externs hired through the EEP required to work in Intensive Care Units (ICUs) and/or Critical Care Units (CrCUs)?

Externs hired in the EEP are not required to solely work in ICUs or CrCUs. The ministry recognizes that hospitals are facing increasing health human resources pressures due the COVID-19 pandemic. Externs can be assigned duties to meet an organization's unique needs related to capacity pressures in critical care areas. Externs can be deployed to work in non-critical care areas that will enable redistribution of experienced hospital staff to help support areas in most need, such as ICUs and CrCUs.