

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Paramedic Services	Effective Date: April 30, 2019
Topic: 6. Professional Standards and Development Directives	Replaces: July 1, 2004
Subject: 6. Annual Performance Evaluations	
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PURPOSE

To ensure that each Paramedic participates in an annual performance evaluation intended to share service findings pertaining to several objective metrics deemed appropriate for the position held.

APPLICATION

Paramedics, Paramedic Superintendents, Senior Managers

PROCEDURE

- 1) Each Paramedic will be subject to an assessment performed by their Superintendent, that will assess the member against their peers, and established goals in a manner that is objective in nature.
- 2) The assessment tool is divided into ten (10) assessment items, each one assigned a multiplier to set its relative importance to the organization and profession (1, 2, 3 or 4).
- 3) Each assessment item is scored from a level of commendable (4) to unacceptable (0). The multiplier is then applied to the score in order to achieve a total score for the item from 0 to 16.
- 4) The total assessment score can range from 0 to 88.
- 5) When the objective assessment is complete, the Paramedic Superintendent will meet with the Paramedic to review the assessment and discuss opportunities for further employee development.
- 6) Each Paramedic will be given the opportunity to share thoughts related to the evolution of Paramedic Services and Manitoulin-Sudbury DSB.
- 7) Annual Performance Evaluations will be completed in conjunction with the Deputy Chiefs.
- 8) Additional assessment items may include observation of Paramedic field performance throughout the year, and findings shared by Health Science North Centre for Prehospital Care, assessment of participation during annual education sessions, compliance with departmental and regulatory oversight, and internal audit processes.
- 9) Both the Paramedic and Paramedic Superintendent are required to sign and date the assessment tool to confirm receipt of the appraisal.

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- 10) Paramedics will receive a copy of the appraisal tool for their own records, while a copy will be kept by the service and reviewed by the Deputy Chief's office.
- 11) Paramedics may be scheduled for a review session with the Deputy Chief or Chief of Paramedic Services to further discuss concepts raised during the appraisal process, or to discuss opportunities for professional development.

REFERENCE
