

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Emergency Medical Services	Effective Date: <b>May 31, 2013</b>
Topic: 7. Administrative Directives	Replaces: May 30, 2010
Subject: 10. Policy & Procedure Manual (existence and updates)	
Policy No. G.7.10.	Page 1 of 1

## PURPOSE

To ensure that all employees are aware of and informed of additions and updates to the EMS Policy and Procedure manual.

## APPLICATION

Paramedics, Field Superintendents, Deputy Chief, Commander of QA

## PROCEDURE

- 1) Copies of all Policies and Directives will be posted on the Manitoulin-Sudbury District Services Board public website with a link on the internal SharePoint site. **No paper copies will be kept at stations.**
- 2) All employees are responsible to be currently knowledgeable in the contents of the manual and to achieve such will review the document at a minimum once per year. Additionally, Field Superintendents will periodically review policy/procedure with paramedics and document such on Crew Checks.
- 3) All new staff will be made aware of the existence of the policy manual during orientation and will acknowledge having read and understood the policy manual by the completion of a pre-made electronic or paper document provided during orientation.
- 4) EMS Administration will review and alter the Policy & Procedure Manual on an as needed basis with a full review yearly.
- 5) Distribution of new policies/procedures or updates of existing policies/procedures will be achieved via the following:
  - a) After internal review and approval, an email will be generated with a copy of the particular procedure to all paramedics. The changes will be noted in red.
  - b) The new/altered document will be posted immediately on the public website.
- 6) EMS Administration will monitor the adherence of employees to the policies of Manitoulin-Sudbury Emergency Medical Services.
- 7) All employees are invited to make constructive comments on the manual content for possible future inclusion/review.

## REFERENCE