

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Emergency Medical Services	Effective Date: May 30, 2010
Topic: 7. Administrative Directives	Replaces: April 1, 2007
Subject: 13. MOHLTC Notification ~ New Hires/Terminations	
Policy No. G.7.13.	Page 1 of 1

**PURPOSE**

To ensure the Ministry of Health and Long Term Care (MOHLTC) is notified of any new hires and/or terminations.

**APPLICATION**

Commander of Quality Assurance, Field Superintendents, Deputy Chief

**PROCEDURE**

- 1) The Commander of QA will ensure that the Emergency Health Services Branch, Ministry of Health and Long Term Care, Investigations, Certifications and Regulatory Compliance is made aware of the following:
  - a) The employment of any individual. This is done by way of a completed MOHLTC identification Card Application.
  - b) The termination of employment due to an employee being dismissed/released by the employer. This notification will take place immediately after the termination.
  - c) The Commander of QA Manager will forward the MOHLTC ambulance Identification upon termination.
- 2) The Field Superintendent will collect the MOHLTC ambulance identification, uniform, swipe card of all terminated employees and forward to the Deputy Chief

**REFERENCE**