

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: July 1, 2004
Topic: 7. Administrative Directives	Replaces: New
Subject: 14. Yearly Evaluation	
Policy No. G.7.14.	Page 1 of 1

PURPOSE

To ensure that each Paramedic/EMA receives an annual evaluation.

APPLICATION

Field Superintendents, Deputy Chief, Commander of Quality Assurance

PROCEDURE

- 1) The Field Superintendent will schedule an evaluation session with each staff member in his area.
- 2) The evaluation will be done in conjunction with either the QA Manager or the Deputy Chief if possible.
- 3) An "Annual Paramedic/EMA Evaluation Form" will be completed for each evaluation and will be based on:
 - a) Any ambulance ride out using the Ride Out Call Evaluation Form
 - b) Ongoing ACR/Documentation skills reviewed by the Commander of QA using the EMS Call Evaluation Form.
 - c) Ongoing compliance with/to the BLS Patient Care Standards.
 - d) Ongoing compliance with local Base Hospital standards of care.
 - e) Overall adherence to policy/procedure/direction, both DSB and EMS specific.
- 4) Public relations, training, and personal CME initiatives, accomplished by Paramedics/EMAs will be noted and tracked on the evaluation.
- 5) Both the employee and evaluator will sign the form.
 - a) One copy will be given to the staff member evaluated.
 - b) The second copy will be placed on their HR personnel file.

REFERENCE