

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: May 30, 2010
Topic: 7. Administrative Directives	Replaces: July 1, 2004
Subject: 15. EMS Policy, Procedure and Directive Manual	
Policy No. G.7.15.	Page 1 of 1

PURPOSE

To ensure that the Manitoulin-Sudbury DSB EMS Policy, Procedure and Directive Manual is available to staff, read by them and updated as required.

APPLICATION

Paramedics, EMAs, Field Superintendents, Deputy Chief, Commander of Quality Assurance

PROCEDURE

- 1) All staff is responsible to know the contents of this manual.
- 2) All staff is to refresh their knowledge of this document as required, and as a minimum, once per year.
- 3) Documentation of policy review can be found on crew check forms.
- 4) Copies of this manual will be on internal paramedic website, with one paper copy in each station.
- 5) Updates will be made as required:
 - a) Any changes to the manual will be made on the website immediately with notification of the specific change to each individual staff member.
 - b) Changes to the paper copy will be completed as soon as possible.
- 6) Management staff will review the complete document once a year to assess if it meets present legislative or operational requirements.
- 7) Any staff member is invited to make constructive comments on the manual content for possible inclusion/revision.

REFERENCE