

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: 16. Influenza Vaccination Reporting	
Policy No. G.7.16.	Page 1 of 1

PURPOSE

To ensure that the Manitoulin-Sudbury DSB EMS knows the influenza inoculation status of its Paramedics/EMAs and reports this to the MOHLTC as required.

APPLICATION

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

PROCEDURE

- 1) The Commander of QA will send an annual influenza educational review to all staff members as soon as it is released by the MOHLTC.
- 2) Staff will notify the employer by the employers specified time, that they will:
 - a) Provide a valid certificate signed by a physician that states that they are immunized against influenza, and provide a copy of this certificate, or;
 - b) Provide a written declaration from a physician that influenza vaccination is medically contraindicated, or;
 - c) Provide a signed written statement that they have taken the annual educational review and have not, and do not intend to be, immunized against influenza.
- 3) The Commander of QA will forward to the local Field Office of Emergency Health Services Branch, by a date to be determined by the MOHLTC the:
 - a) Total number of active EMA and Paramedics employed
 - b) Total number of staff that have provided a valid certificate signed by a physician that states that they are immunized against influenza.
 - c) Total number of staff that provided a written declaration from a physician that influenza vaccination is medically contraindicated.
 - d) Total number of staff that provided a signed written statement that they have taken the annual educational review and have not, and do not intend to be, immunized against influenza.
- 4) The Commander of QA will provide a copy of the results as noted in section 3, along with the employee names, to the management team.

REFERENCE