

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: June 10, 2013
Topic: 7. Administrative Directives	Replaces: May 30, 2010
Subject: 4. Maintenance of Records – EMA and Paramedic Qualifications	
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PURPOSE

To ensure only qualified staff are scheduled.

APPLICATION

Paramedics, EMAs, Commander of QA, Deputy Chief

PROCEDURE

- 1) All Paramedics/EMAs are responsible to ensure that all employment qualifications are current and on file with the Commander of QA.
- 2) The Commander of QA shall maintain a Human Resources Inventory in conjunction with the Human Resources department. Ongoing maintenance of these records shall ensure all required re-certification dates are adhered to and that all staff use to cover shifts are qualified to work.
- 3) The current qualifications of each EMA and Paramedic employed by the ambulance service shall be recorded. This record shall contain, but is not limited to the following information:
 - a) Employee number
 - b) Date Hired
 - c) ACP/PCP/EMA status
 - d) EMCA number
 - e) CPR expiry date
 - f) First Aid expiry if applicable
 - g) Defibrillation certification expiry date
 - h) Symptom Relief certification expiry date
 - i) Driver's licence number and class
 - j) Driver's licence expiry date
 - k) Immunization information and expiry date
 - l) Criminal record search date
 - m) Certification/completion date for any MOHLTC/Base Hospital mandatory courses/training programs attended
 - n) Certification/completions date for any other work related courses/training programs attended
 - o) College certificate for approved paramedic program

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- 4) Photocopies of any of the above items will be kept of file if applicable (certificates, licences, reports, search findings, physician signoff on immunization, etc).
- 5) At the beginning of each month the Commander of QA is to audit the HRIS for the following month to ensure that employee qualifications will remain up-to-date and will take action to ensure that only qualified paramedics as per the Ambulance Act are working. Under this system notifications will be sent out to employees at least one month in advance of qualification of expiry. If a paramedic is not qualified to work, the Commander of QA shall notify the Deputy Chief in advance to facilitate scheduling.
- 6) It must be noted that it is the expressly the Paramedics responsibility to maintain their qualifications. **Only those individuals who meet the requirements under the Ambulance Act will remain employed or be considered for employment. Paramedics/EMAs shall forward all relevant documentation regarding the above to the Commander of QA prior to the expiry date of each item.**
- 7) The Deputy Chief is to remove any unqualified individual from the schedule once a qualification expires unless/until proof of current qualification has been received.
- 8) The Commander of QA will perform:
 - a) Annual drivers license checks to ensure that Paramedics/EMAs drivers licenses are valid, subsisting and of the appropriate class.
 - b) Criminal record checks on Paramedics/EMAs will be completed as required by management.
- 9) The Human Resources inventory information shall be forwarded to the MOHLTC, EHSB, if requested by them.

REFERENCE

Regulation 257/00