

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: 4.5 Initial Employment Records – EMA and Paramedic Qualifications	
Policy No. G.7.4.5.	Page 1 of 1

PURPOSE

To ensure prospective employees do not commence work until all legislated employment qualifications and DSB specific qualifications and/or employment requirements, are met.

APPLICATION

Commander of Quality Assurance , EMS Deputy Chief

PROCEDURE

- 1) The Commander of QA M and Deputy Chief will ensure that no Paramedic/EMA is scheduled to work until all legislated employment qualifications and DSB specific qualifications and/or employment requirements, are met.
- 2) Items required are as follows:
 - a) Sign off by the DSB HR department that any DSB specific requirement has been met.
 - b) Special attention must be given to the following areas which must be completed prior to being scheduled to ensure compliance with existing legislation:
 - i) Drivers license search results have been received and are appropriate
 - ii) Criminal record search results have been received and are appropriate
 - iii) Base hospital certification has been successfully granted
 - iv) An EMS identification card has been issued by the MOHLTC
- 3) The above points apply to any new Manitoulin-Sudbury DSB EMS/SMU hire, and include persons already in the system who have previously been issued an identification number and who are employed elsewhere in an ambulance service. The Investigation, Certification & Regulatory Compliance Group must receive a fully completed Identification Card Application for each new employee.

REFERENCE

Regulation 257/00