

**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: 5. Human Resources Inventory	
Policy No. G.7.5.	Page 1 of 1

PURPOSE

To ensure employee qualifications are documented as required.

APPLICATION

Paramedics, EMAs, Commander of Quality Assurance

PROCEDURE

- 1) Management shall maintain a record on each EMA and Paramedic. 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
- 2) Photocopies of any of the above items will be kept of file if applicable (certificates, licences, reports, search findings, physician signoff on immunization, etc).
- 3) Paramedics/EMAs shall forward all relevant documentation regarding the above to the QA Manager prior to the expiry date of each item.
- 4) The Commander of QA will ensure any relevant documentation is filed in the Human Resources Information System.
- 5) The Human Resources inventory information shall be forwarded to the MOHLTC, EHSB, if requested by them.

REFERENCE

Regulation 257/00