

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: April 30, 2019
Topic: 6. Professional Standards and Development Directives	Replaces: May 30, 2010
Subject: 9. Human Resources Inventory	
Policy No. G.6.9.2019.	Page 1 of 2

PURPOSE

This directive is written to ensure that no person is employed by Manitoulin-Sudbury DSB Paramedic Service, nor will any employee commence work, nor will any person continue to be deployed where specified and legislated requirements for employment, and Manitoulin-Sudbury DSB specific qualifications for employment are not met.

APPLICATION

Paramedics, Paramedic Superintendents, Senior Managers

PROCEDURE

Prior to any offer of employment with Manitoulin-Sudbury DSB Paramedic Service, candidates shall ensure compliance with all Regulations set out for Paramedics.

The inventory of certifications shall include at minimum:

- MSDSB Employee number
- Date of hire
- ACP/PCP status
- EMCA/AEMCA Certification
- Valid CPR HCP Level certification with expiry date
- First Aid expiry if applicable
- Defibrillation Certification expiry date
- Symptom Relief Certification expiry date
- Valid MTO Driver's Licence #/class (allowing ambulance operation)
- Driver's Licence expiry date
- Communicable Disease Standard Compliance Document
- Vulnerable Sector Clearance Results and Search Date
- Base Hospital Certification date
- Employer required certifications
- College Diploma from an approved Paramedic program
- MTO Driver's Abstract detailing a current MTO medical date
- Current Influenza Declaration/Proof document

Scanned documents of compliance with the above list will be stored in the Cert'n HRIS system and original documents will be confirmed.

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: April 30, 2019
Topic: 6. Professional Standards and Development Directives	Replaces: May 30, 2010
Subject: 9. Human Resources Inventory	
Policy No. G.6.9.2019.	Page 2 of 2

Prior to deployment of any Paramedic, or Paramedic Superintendent, an MOHLTC EHS-B EHS ID Card for that person, with their Paramedic specific OASIS Number must be received and received by the employee.

Paramedics shall be required to maintain the above certifications as a condition of employment, and shall be responsible to forward all relevant documentation regarding the above to the Deputy Chief responsible for Professional Standards in advance of any expiry date.

Manitoulin-Sudbury DSB shall ensure that relevant documentation is filed in the Human Resources Information System and will be forwarded to the MOHLTC on request.

Upon termination, each Paramedic shall be required to return the MOHLTC issued ID card, and that card will be returned to the Ministry.

Additionally, on an annual basis, Manitoulin-Sudbury DSB Paramedic Services shall, upon receipt from the MOHLTC, issue to all personnel the Influenza Education Package to review. This package shall be posted on the Interdev Cert'n system. Each employee shall complete a declaration that they intend to be immunized against seasonal influenza for that year, declined to be immunized against seasonal influenza for that year, or declaring contraindication for immunization against influenza vaccination. The declaration will be submitted in the Interdev Cert'n system, and influenza immunization proof documents shall also be uploaded into the Cert'n system.

On or before the date directed, the Deputy Chief responsible for Professional Standards shall submit to the MOHLTC through the EHS-B North Field Office, a document detailing the service immunization rate, and segregating the three declarations incidents for the specific influenza season. The report shall be shared with the Chief's office.

REFERENCE
