
 Rainy River District Social Services Administration Board	SECTION: Land Ambulance
	POLICY TITLE: Human Resources Inventory
ORIGINAL DATE: July, 2006	POLICY AREA: Administration
REVISION DATE: August, 2016	POLICY NO: LA – 1.11
NEXT REVIEW DATE: September, 2019	APPROVED BY: 

Policy

The Rainy River District Social Services Administration Board (RRDSSAB) ensures that the qualifications of all Paramedic Services staff in its employ are recorded in the Land Ambulance *Human Resource Inventory (HRI)*.

The *HRI* meets all requirements defined within the:

- a) *Ambulance Act, R.S.O. 1990, c.A. 19*, as amended;
- b) *Ontario Regulations 257/00, General, Part III*, as amended; and
- c) *Ambulance Service Communicable Disease Standard*, as amended.

Procedure

1. The Chief of Paramedic Services (PS), or designate, maintains an electronic *Human Resources Inventory (HRI)* of all PS staff in the employ of the RRDSSAB Land Ambulance Service.
2. The employee must provide required records for entry, prior to the commencement of employment.
3. The *HRI* contains, but is not limited to, the following information:
 - a) employee number;
 - b) date hired;
 - c) identification card number & expiry;
 - d) Advanced or Primary Care Paramedic status;
 - e) CPR expiry date;
 - f) defibrillation certification expiry date;
 - g) symptom relief certification expiry date;
 - h) driver's licence number and class;
 - i) driver's licence search date;

- j) immunization expiry date;
 - k) criminal records search date; and
 - l) certification date for any courses or training programs attended.
4. Per *Ontario Regulation 257/00*, employees must provide the Chief of PS, or designate, with all relevant documentation regarding the above-noted items, prior to their specific expiry dates. Failure to provide the documents will result in an administrative suspension without pay. This suspension will continue for up to 90 days, after which time the employee may be terminated.
 5. PS staff upload the required document to the Human Resources and Education Management System (HREMS) website, per the HREMS training program.
 6. Upon receipt of documents, the Chief of PS, or designate, assesses the document for authenticity, legibility, orientation, cropping, and certification date. If approved, the document is recorded in the *HRI* and the employee is restored to active status or continues on active status. Document records are updated, during regular office hours only.
 7. The *HRI* is reviewed bi-weekly by the Chief of PS, or designate. Notification of any required renewal is provided electronically by email, every two weeks, to any employee, commencing thirty (30) days in advance of any expiration.
 8. Upon expiration of any required document, the Chief of PS, or designate, verbally notifies the PS staff member of his/her administrative suspension without pay. A letter is forwarded to the PS staff's home address, confirming the administrative suspension without pay, and the steps necessary to be returned to active duty. If the expiration occurs on a weekend or statutory holiday, the Notices are provided on the business day proceeding the expiration date.
 9. The Human Resources Inventory information is provided, as required by legislation, to the *Ministry of Health & Long-Term Care (MoHLTC) Emergency Health Services Branch*, and the *Base Hospital Medical Director*.