
 Rainy River District Social Services Administration Board	SECTION: Land Ambulance
	POLICY TITLE: Staff Qualifications
ORIGINAL DATE: July, 2006	POLICY AREA: Administration
REVISION DATE: August, 2016	POLICY NO: LA – 1.8
NEXT REVIEW DATE: September, 2019	APPROVED BY: 

Policy

The Rainy River District Social Services Administration Board (RRDSSAB) ensures that Paramedic Services staff meet all employment requirements as defined in 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) *Ontario Ambulance Service Communicable Disease Standard*, as amended.

Procedure

1. The RRDSSAB Chief of Paramedic Services (PS) or designate maintains a *Human Resources Inventory (HRI)* and employee file of *Qualifications & Training*. The qualifications of each Paramedic Services Staff employed by the Land Ambulance service are recorded on the *HRI* and retained on file. Supporting documents are retained in each employee's *Qualifications & Training* file.
2. The Chief of PS or designate maintains these records to ensure that all required recertification dates are adhered to and that all staff remain qualified to work, per *Regulation 257/00, as amended*, made under the *Ambulance Act*.