
 Rainy River District Social Services Administration Board	SECTION: Land Ambulance
	POLICY TITLE: Equipment Procurement
ORIGINAL DATE: July, 2006	POLICY AREA: Administration
REVISION DATE: August, 2016	POLICY NO: LA – 1.16
NEXT REVIEW DATE: September, 2019	APPROVED BY: 

Policy

The Rainy River District Social Services Administration Board (RRDSSAB) ensures that adequate stock is available for the continued provision of normal Land Ambulance services, while meeting the requirements of the:

- a) *Ambulance Act, R.S.O. 1990, c. A. 19* as amended;
- b) *Ontario Regulations 257/00, General*, as amended;
- c) *Land Ambulance Service Certification Standard*, as amended; and
- d) *Provincial Equipment Standards for Ontario Ambulance Services*, as amended.

Supplies and equipment will be purchased from the preferred provider, in accordance with RRDSSAB *Procurement Policies & Procedures*.

Procedure

1. The Deputy Chief(s) determines the minimum stock level for all items in use, based upon historical use, contingency stock estimates and availability.
2. The Deputy Chief(s) will assign inventory counts on a monthly basis. Discrepancies between minimum stock levels and inventory counts will represent a stock order.
3. The Deputy Chief(s) or designate orders the required items, within the approved Operating Budget. The Chief of Paramedic Services (PS) or designate is advised of any items required outside the Approved Budget and adheres to the appropriate procedures for procurement.
4. Once received, the Deputy Chief assigns an on-duty Paramedic to count, verify and place the supplies into stock.

5. The enclosed packing slip is signed as "received & count verified" by the assigned Paramedic, and forwarded to the Paramedic Clerk.
6. The Paramedic Clerk matches the packing slip with the appropriate invoice.
7. The Deputy Chief(s) approves payment and forwards it to the appropriate Finance personnel.
8. Only authorized Personnel can remove supplies from the secure supply area to the day-use supply areas.
9. Authorized Personnel sign out supplies removed, noting the date, quantity, item, and location.