

TITLE: STAFF DEVELOPMENT	SECTION: LAND AMBULANCE
DATE: July 31, 2001	POLICY NO.: KDSB-LAS-III-03
APPROVED BY: Resolution No. 2001-102	REVISED: Res. No. 2003-39 – May 8, 2003 Res. No. 2008-150 – October 2, 2008

1. POLICY STATEMENT

The Kenora District Services Board will provide resources to enable land ambulance employees to maintain competency and/or certification in procedures identified as mandatory by the Ministry of Health or the KDSB for the provision of pre-hospital emergency medical services.

2. PROCEDURE

2.1 Orientation

- a) A new employee will report to the Ambulance Service Manager or Coordinator (or designate) at the start of each shift who will orient the new employee to the activities and duties performed at the base and during ambulance calls.
- b) At the discretion of the Ambulance Service Manager or Coordinator, new employees will have up to a maximum of two weeks orientation to the following:
 - Activities and duties performed at the base
 - Service policies, procedures and patient care standards
 - Service related functions
 - Occupational Health and Safety
 - KDSB Policy and Procedure Manual

2.2 Mandatory Training

- a) Ambulance staff must comply with all training requirements identified as mandatory by the Kenora District Services Board, Ministry of Health or Director of the Base Hospital Program.
- b) When possible, training will take place in each community with a land ambulance service and scheduled in advance at a date and time that provides the greatest opportunity for staff to attend. Attendance at prescribed mandatory training programs is paid time at work at the applicable rates.
- c) Employees absent from mandatory training provided in their community must make whatever arrangements are necessary to complete the training at the first available opportunity and will be responsible for costs associated with attending at the alternative training site.
- d) If circumstances prevent an individual or group of individuals from attending the training session within their community, payment of costs associated with attending at an alternate site will be at the discretion of the KDSB provided that prior approval is obtained from the Director of EMS.
- e) Failure to comply with mandatory training requirements could result in temporary suspension or termination of employment.

TITLE: STAFF DEVELOPMENT

SECTION: LAND AMBULANCE

2.3 First Aid/CPR

- a) Each employee of the land ambulance service will be provided the opportunity to be recertified in First Aid and/or CPR on a regular basis by a certified instructor provided by the KDSB.
- b) Failure to attend voluntarily at KDSB provided recertification sessions will result in individuals having to obtain recertification at their own cost.

2.4 Voluntary Training

- a) The Ambulance Service Manager or Coordinator will schedule regular staff meetings which land ambulance staff are encouraged to attend as part of their professional responsibility.
- b) Training may be a component of these meetings and in conjunction with material provided for study while on shift, will contribute to a continuing education program.
- c) At meetings where training is identified and provided, staff are entitled to claim one hour of pay at straight time rate of pay.