

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE: ALS Certification	SECTION: LAND AMBULANCE
DATE: October 2, 2008	POLICY NO.: KDSB-LAS-III-12
APPROVED BY: Resolution No. 2008-150	REVISED:

1. Policy Statement

- 1.1 Each Paramedic employed by Northwest EMS has a responsibility to achieve appropriate ALS certification through their Base Hospital Program. NWEMS considers it the responsibility of the individual Paramedic to attain and maintain this ALS certification.
- 1.2 This policy sets forth the direction of Northwest EMS pertaining to NW EMS SAED and SRP certification requirements, service operator involvement in ALS certification processes, and monitoring the transmission of the electronic Ambulance Call Reports.

2. Procedure

2.1 ALS Certification Process

- (1) Paramedics are responsible for providing NWEMS with documentation indicating that they have achieved initial ALS certification. On an ongoing basis Paramedics must also provide documentation indicating that this certification has been renewed prior to expiration.
- (2) Following receipt of documentation indicating that an initial ALS Certification has been achieved by an individual Paramedic, NWEMS will consider the Paramedic as certified and in good standing unless documentation is received from Base Hospital indicating otherwise.
- (3) Northwest EMS will not be involved in the ALS certification process with the following exceptions:
 - (a) Upon hiring a Paramedic, Northwest EMS will forward an HRI to the Base Hospital and direct the Paramedic to contact Base Hospital to make arrangements to obtain their ALS certification. Any correspondence regarding this certification will take place between the Paramedic and the Base Hospital Program.
 - (b) When applicable, NWEMS will forward a Separation from Service form confirming a leave of absence or a period of inactivity greater than ninety days.
 - (c) If a Paramedic is deactivated or decertified, NWEMS requires notification from Base Hospital. All subsequent communication regarding recertification or reactivation should be communicated by Base Hospital to the Paramedic with a copy to Northwest EMS.

2.2 Deactivation/Decertification

- (1) A Primary Care Paramedic who is deactivated and/or decertified by Base Hospital in either delegated act will be allowed one (1) month from date of deactivation and/or decertification to become reactivated and/or recertified by Base Hospital. **Rate of pay will be that identified for a "Paramedic" in Schedule "A" of the collective agreement.**
- (2) If reactivation and/or recertification is not obtained within this time period the employee will be suspended without pay for a maximum period of three (3) months during which time the employee must obtain reactivation and/or recertification in SAED and Symptom Relief by Base Hospital.

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Deactivation or Decertification in both delegated acts will result in immediate suspension without pay for a three (3) month period.

If the employee is successful in obtaining reactivation and/or recertification during the three (3) month period, he or she will return to active duty as a Primary Care Paramedic.

If the employee has not obtained the required certification he or she will be terminated.

2.3 Electronic ACE Transmission

- (1) Northwest EMS will provide The Northwest Region Base Hospital Program with Paramedic corporate email addresses to facilitate the delivery of electronic Ambulance Call Reports.
- (2) Northwest Emergency Medical Services will not be responsible for monitoring or providing information regarding Paramedic access to email for Base Hospital communication purposes. NWEMS staff and resources will not be utilized for this purpose.
- (3) Northwest Emergency Medical Services will not extract reports from the corporate email system on behalf of Base Hospital for the purpose of tracking electronic Ambulance Call Evaluation transmission and/or response.