

<b>TITLE:</b> SKILLS EVALUATION AND REMEDIAL EDUCATION PROCESS	<b>SECTION:</b> LAND AMBULANCE
<b>DATE:</b> October 24, 2002	<b>POLICY NO.:</b> KDSB-LAS-IV-05
<b>APPROVED BY:</b> Resolution No. 2002-70	<b>REVISED:</b> Res. No. 2008-50 - October 2, 2008

## 1. POLICY STATEMENT

The Kenora District Services Board will ensure that all land ambulance staff are current and competent in the application of Basic Life Support standards.

## 2. PROCEDURE

### 2.1 Application

This policy applies if:

- i) A paramedic has not been actively engaged in direct patient care for a period exceeding 90 calendar days.
- ii) A deficiency has been observed, recorded or reported that may jeopardize patient care.

### 2.2 Notice

A Paramedic to whom this policy applies will be notified no less than two weeks (14 days) prior to the end of a 90 day absence from active duty to inform them of their current status or; in the case of an identified deficiency, the Paramedic will be notified immediately of the requirement for a skills evaluation.

### 2.3 Evaluation

- i) The evaluation will be conducted by the Service Manager, Coordinator or Service Instructor.
- ii) A date and time will be mutually agreed to between the Paramedic and individual conducting the evaluation that will allow the employee to demonstrate their competencies based on current BLS standards.
- iii) Results of the Evaluation will be recorded on the appropriate NWEMS Skill Evaluation check sheet.

### 2.4 Successful Completion of Skill Evaluation

Upon successful completion of the skills evaluation the staff member will be reinstated to active duty as a paramedic with Northwest EMS.

### 2.5 Need for Remedial Education Identified

If, during the skill evaluation process, a Paramedic is identified as requiring remedial assistance the following applies;

- i) The Paramedic will be informed of the identified issues by the evaluator.
- ii) The evaluator will ensure that the Service Manager and the Manager of Staff Training and Development are notified of the identified deficiency.
- iii) Based on the severity of the identified issues the Paramedic may be provided the opportunity to self remediate and reattempt the skill evaluation. This will be assessed on a case by case basis and will be determined by management in consultation with the evaluator where applicable and appropriate.

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**2.5 Need for Remedial Education Identified (*Continued*)**

- iv) When it is determined that the severity of the issue warrants a formalized process for remediation, the Paramedic will meet with the Manager of Staff Training and Development to develop an individualized remedial retraining program.
- v) At the completion of the remedial retraining program the Paramedic will be provided the opportunity to reattempt the skill evaluation. Successful completion of the skill evaluation and remedial program will enable the Paramedic to return to active duty.
- vi) If the Paramedic is unsuccessful when reattempting the skill evaluation, they will be provided a final opportunity to challenge the evaluation. This final skill evaluation must take place within three business days of the prior attempt. If the Paramedic is unable to successfully complete the skill evaluation on this attempt they will be terminated and the Ministry of Health will be notified regarding the status of the Paramedic.