

**Responsibilities of Personnel licensed
under *The Emergency Medical Response and Stretcher Transportation Act* and *The Land
Emergency Medical Response System Regulation***

Website: <http://www.gov.mb.ca/health/ems/>

Email: emergserv@gov.mb.ca

All Manitoba land EMS personnel licence holders are required to be in compliance with the following:

- *Emergency Medical Response and Stretcher Transportation Act* and the *Land Emergency Medical Response System Regulation* as well as other applicable legislation : www.gov.mb.ca/health/ems/epp/docs/regs/z16.pdf
- Emergency Medical Services (EMS) Protocols and Procedures: www.gov.mb.ca/health/ems/epp/index

Employment

Manitoba EMS employers are required under legislation to provide a Verification of Employment form upon initial employment to Manitoba Health, Seniors and Active Living(MHSAL) EMS Branch.

Change in Status

EMS personnel are required to notify MHSAL EMS Branch in the event of a change to their status. This includes:

- **change of name** - *ensure that the appropriate support documentation is included (example: copy of marriage certificate)*
- **change of address** - *fill out the detachable section of the blue personnel licence that was issued to you and submit to the MHSAL EMS Branch or email with change information*
- **should personnel be involved in an event that results in a charge and/or conviction under *The Criminal Code*, *Controlled Drugs and Substance Act* or *The Food & Drugs Act*, immediate notification to the MHSAL EMS Branch is required**
- **should personnel be found guilty, or plead guilty to an offence involving the abuse of a child in a court**, *either inside or outside of Manitoba, or have had family court find that a child be “in need of protection” due to abuse as a result of personnel’s actions; or that Child & Family Services agency’s Child Abuse Committee has reviewed a case in which they formed an opinion that personnel had abused a child, immediate notification to the MHSAL EMS Branch is required*
- **change from one service licence holder (employer) to another** - *A technician who wishes to be employed by more than one land system, or wishes to transfer between land systems, are encouraged to have their new employer submit notification to the MHSAL EMS Branch (verification of employment form) prior to starting to provide services with the alternate or additional land system*
- **voluntary non-renewal of licence** – *if it is your intent not to renew your licence, send a letter or email to the MHSAL EMS Branch stating such before the expiry date on your licence*

Maintenance of Licence

EMS personnel are required to maintain current certifications applicable to their licensing level (e.g. CPR, ACLS, etc.)

EMS personnel are required to participate in the Manitoba Continuing Competency Program for Paramedics (MCCPP). Specific requirements for each licensing level can be found on the EMS web site:

www.gov.mb.ca/health/ems/licensing/1/1.2.b.html

An annual report verifying that you have met the minimum mandatory and optional requirements is to be submitted annually to MHSAL EMS Branch, 60 days prior to the anniversary date of your licence. Licence expiry anniversary date is the month and day listed on your licence. (example; if your expiry date is July 31, 201X then your licence anniversary date is July 31).

Personnel who have not met the annual requirements of the MCCPP may have their licence suspended.

MCCPP modules are accessible online through the Paramedic Association of Manitoba (PAM) or through an EMS employer.

Renewal of your Licence

To renew your licence you are required to:

1. Have completed and submitted annual status reports for MCCPP Year 1, and 2 to the MHSAL EMS Branch, 60 days prior to the anniversary date on your licence
2. Complete and submit MCCPP Year 3 annual status report **and** a licence renewal/reclassification application form, 60 days prior to licence expiry: <http://www.gov.mb.ca/health/ems/forms/index>.
3. Year 3 MCCPP annual status reports will only be processed if Year 1, and 2, annual status reports were previously submitted.

Note: Dispatchers must maintain current Emergency Medical Dispatchers (EMD) certification by the International Academy of Emergency Dispatch and submit verification of re-certification to MHSAL EMS Branch.

Reclassification of your Licence

To reclassify your licence you are required to:

- meet the requirements for the new classification of licensure
- submit a Renewal/Reclassification Application form with all required documentation:
www.gov.mb.ca/health/ems/forms/index

Delegated Medical Acts

EMS Personnel may only perform medical acts that are specifically authorized by the medical director of their Manitoba EMS employer and in accordance with approved provincial EMS Protocols and Procedures. Please see Z05.1 Delegated Acts - Procedures and Z05.2 Delegated Acts - Medications on the following web page:
www.gov.mb.ca/health/ems/epp/regulation

The delegated medical acts are:

- non-transferable from one service licence holder to another
- can only be used while working for a licensed Manitoba EMS licensed service provider
- are immediately suspended if the service licence holder's agreement with a medical director is terminated

Audits

MHSAL retains the right to audit a technician's documentation to verify compliance.