

Responsibilities of Stretcher Transportation License Holder under *The Emergency Medical Response and Stretcher Transportation Act* and the *Stretcher Transportation Services Regulation*

Licensed Stretcher Transportation Services are responsible to be familiar with the *Emergency Medical Response and Stretcher Transportation Act* and the *Stretcher Transportation Services Regulation*. Licensed stretcher transportation services are authorized to provide stretcher transportation services, and are not authorized to perform any other procedure or function. Provincially licensed Stretcher Attendants may only practice first aid and Cardiopulmonary resuscitation. It is the responsibility of the service provider to ensure policies are in place to address if the individual being transported requires urgent medical intervention, that the appropriate medical response system is immediately contacted.

Employment of Personnel

All personnel employed for the provision of transportation of clients must hold a valid provincial Stretcher Attendant license.

The stretcher transportation service is required to provide a “Letter of Verification of Employment” to personnel licensing in order that Stretcher Attendants may be provincially licensed.

A “Notice of Termination” must be submitted to personnel licensing in the event that a stretcher attendant ceases to be employed by the stretcher transportation service.

Maintenance of Stretcher Attendant License

Stretcher Attendant licenses shall expire three (3) years from the date of issue. It is the personnel's responsibility to ensure that their Standard First Aid and Cardiopulmonary Resuscitation remains current throughout the three year span of the Provincial Stretcher Attendant License.

Renewal of Stretcher Attendant License

Personnel must submit a Renewal Application Form 60 days prior to their stretcher attendant license expiration and provide verification of current Standard First Aid and cardiopulmonary resuscitation.

Annual Recertification Requirements

Personnel must remain current with your certification and ensure that you are proficient in all aspects of CPR. Heart and Stroke Foundation requires yearly certification.

Entry and Inspection

Compliance with The Emergency Medical Response and Stretcher Transportation Act will be monitored from time to time. This may include but is not exclusive to the following:

- audit of client transport reports and / or written orders at any given time on an ongoing basis
- unscheduled inspections of stretcher transportation vehicles
- audit of Stretcher Attendants documentation related to requirements for current Standard First Aid and Cardiopulmonary Resuscitation to verify compliance
- investigations related to individual complaints

Other requirements may be identified by Manitoba Health from time to time such as scheduled inspections, (pre-notification will generally be provided).

Required Reporting

Stretcher Transportation Service License Holders are required to adhere to the following reporting requirements:

- Call Volume: To be reported quarterly in a format stipulated by Manitoba Health
- Billing Rate: Annually or if change occurs
- All transports from home to Emergency Department/ Lab & X-Ray:
Transport Report to be submitted same day as transport occurs or the following day
- Collision or Fire: Immediate verbal reporting following the incident. Written documentation to be submitted to the Branch within three days of incident
- Occurrence Reporting: As per direction from applicable Regional Health Authority

Renewal of Stretcher Transportation Service License

Application for renewal of license must be made in a format stipulated by Manitoba Health 90 days prior to the expiry date of the license.

All inquires in regards to Stretcher Transportation Service Licensing should be made to:

Manitoba Health
Emergency Medical Services Branch
Unit # 7 1680 Ellice Ave.
Winnipeg MB
R3H 0Z2
www.gov.mb.ca/health/ems

Fax: 204.948.2531