

June 14, 2021

To: All Communications Centre Staff, Deputy Commanders

From: Joseph Moyer
Commander, Communications Centre

Re: CACC Process for 2021 Paramedic Spring CME and Fit Testing

On Wednesday, June 16, 2021, the 2021 Paramedic Spring Continuing Medical Education (CME) and mask fit testing will begin.

Spring CME

Paramedics will be assigned to one the following locations to complete their CME (dates/time subject to change):

- 1) 01 Station
1300 Wilson Ave.
Hours: 07:00-00:00, 7 days/week
- 2) Rubes Centre
895 Eastern Ave.
Hours: 08:00-23:00, Monday-Friday

Fit Testing

Paramedics are also required to be fit tested on the new, made-in-Ontario supply of 3M 1870+ N95 respirators.

Mask fit testing will take place at the following locations (dates/times subject to change):

- 1) Toronto Paramedic Services Headquarters
4330 Dufferin St.
Hours: 07:00-17:00, 7 days/week
- 2) Rubes Centre
895 Eastern Ave.
Hours: 07:00-17:00, 7 days/week

Process

- A Facilitator will be assigned within the CACC to coordinate CME/fit testing efforts with Education & Development Staff. The Facilitator will be either the SCS or their designate within the Communications Centre.

- Starting at 06:00 daily (Monday to Friday), the Facilitator will review the Paramedic roster and create the appropriate administrative tickets, as required. When operationally feasible, administrative tickets will be forwarded to the respective Quadrant EMD for assignment.
- At 10:00, the CREMS desk will assume responsibility as Facilitator for the creation and assignment of any additional administrative tickets.
- For weekend CME assignments, Facilitator duties will be completed by the on-duty SCS and/or the CREMS desk.
- Once a crew is assigned to an administrative ticket, the EMD will place the vehicle out of service using the "No Divert (expt D/E)" reason code.
- If a vehicle assigned to an administrative ticket for CME or fit testing is required for a Delta or Echo emergency call while en route, the EMD shall reassign the crew to the emergency call and notify the Facilitator. The Facilitator will coordinate an alternate crew to be assigned to the administrative ticket.
- Upon arrival to the assigned location, the crew will be placed out-of-service (OOS) for all calls until the completion of the CME/fit testing.
- The Facilitator will monitor radio channel B-13 for crew status updates from Education & Development Staff (Superintendent or FTO).
- Upon completion of the CME/fit testing, on-site Education & Development staff will contact the Facilitator by radio (channel B-13) to provide an updated status.

Meal Breaks

Meal breaks will take priority over CME and will be managed by the on-site Education & Development staff. Conversely, fit testing should be completed prior to lunch (unless crew is in critical MB status).

Single Paramedics (CME only)

In the event that only one crew member is required to complete the CME, every effort should be made to utilize the remaining (single) partner to create a full crew until the assignment has been completed.

If you have any questions, please speak with the on-duty Superintendent.

Sincerely,

(Original signed by)

Joseph Moyer

c.: G. McEachen, Deputy Chiefs, Communications Commanders, Operations Commanders, J. Burnett, Deputy Commanders, Communications Review Multimedia