

	Z06: Reporting Specialized Delegations		
	Version: 2017-06-19	Start: 2017-06-19	End:

The *Land Emergency Medical Response System Regulation* identifies the reporting requirements for delegations by the service and their medical director.

Reporting will take place electronically on a Specialized Delegation Reporting spreadsheet provided by the Office of the Medical Director (OMD).

The spreadsheet will include the following columns:

- Date of revision
- Personnel name
- Personnel licence number
- Level of licensure
- Licence expiry date
- Service affiliation
- Delegated specialized functions per individual

Medical Director and Service Operator Responsibilities

As part of the initial or renewal application for a service licence, medical directors and service operators must attest that they will abide by the processes and standards supporting the delegation of reserved acts as set by the Minister and published in *Z04.1 Medical Director Requirements & Responsibilities/Z04.2 Service Operator Requirements & Responsibilities*.

As part of initial or renewal application for a service licence, or when there is a change in an employee's status, service operators must submit a list of specialized medical functions for employees via the electronic format provided by OMD. This form is to be updated and provided to OMD within five (5) working days of a change in an employee's status of specialized medical functions.

Licensed Personnel Responsibilities

As part of the initial and renewal personnel licence application, personnel must attest that he or she will abide by the processes and standards supporting the delegation of reserved acts as set by the Minister and published in *Z04.3 Technician Requirements & Responsibilities*.