

**Emergency Health Services – Medical First Responder
Provincial Policy**



Division	EHS Medical First Responder Program		
Policy Title	New and Replacement Equipment Process		
Policy Number	MFR002.01	Retired Number	NA
Effective Date	Approval Date	Last Review	Approved By
March 2013	March 2020	May 2023	J. Walker, MFR Manager

1.0 Intent:

To outline a standard, provincial approach to the movement of supplies and equipment (new or existing) with EHS MFR. This policy applies to EHS MFR agencies, EHS staff, and MFR program coordinators.

2.0 Policy Statement:

- 2.1 The following procedure will be followed when replacement or new equipment is required.
- 2.2 Any new piece of equipment to be introduced must be reviewed and approved by the MFR Stakeholders Committee as standard MFR equipment prior to being used in the field.

3.0 Definitions: N/A

4.0 Equipment: N/A

5.0 Procedures:

- 5.1 If equipment or supplies are required by a MFR Agency (new or change in quantity) the MFR agency will use the www.EHSMFR.ca "equipment Order Form found at <https://ehsmfr.ca/equipment-order-form/>
- 5.2 Select the required MFR equipment using the menu system.
- 5.3 Once electronic order form is completed, an emailed order confirmation will be sent to senders email automatically.
- 5.4 The MFR Agency order will be received by the EHS MFR Coordinator who processes the order.
 - I. Consumables such as bandages orders will be forwarded to the MFR Program distributor.
 - II. AEDs, batteries, and cables will be distributed directly to the MFR Agency via courier.

7.0 Related Policies:

8.0 Policy History:

- 8.1 Updated May 2023 for current web ordering process and formatting changes.

9.0 References: N/A

10.0 Appendices: N/A