



Annex A Statement of Work Emergency Medical and First Aid Services Prince Albert National Park

1. Background and Objective

Prince Albert National Park of Canada (PANP) requires the services of Intermediate Care Paramedic(s), supplemented to enhance/augment the Parks Canada staff during the high visitor season by providing first aid and emergency medical response services in the community of Waskesiu Lake, Saskatchewan.

2. Contractor's Responsibilities

The Contractor is responsible for the following:

- a) Provide a minimum of one (1) *Intermediate Care Paramedic (ICP) to respond to first aid and medical emergencies in the community of Waskesiu Lake.
 - Contractor to secure Saskatchewan licenced Medical Doctor as a medical director for duration of contract period;
 - Contractor to obtain controlled medications through local sources at Health Region at Parks Canada cost.
 - ICP's must obtain and maintain a Federal Government Reliability Security Clearance.
 - On duty ICP coverage is required from 8:00 a.m. to 8:00 p.m. daily and standby emergency medical response coverage is required from 8:00 p.m. to 8:00 a.m. daily;
 - ICP, when not engaged on an active medical call, must provide response time to core area of Waskesiu Townsite within ten (10) minutes or less at all times; accommodations in Waskesiu Townsite will be offered by Parks Canada at no charge to the ICP while performing contract work;
 - When the need for transportation of a patient to the hospital is recognized, standard practice will be to contact Parkland Ambulance or STARS dispatch, provide information on the patient's condition, and request air and/or road Ambulance be dispatched out of the city of Prince Albert, to the site.
- b) Maintain insurance under which ICP's performing services under this contract are insured against liability for personal injury resulting from negligent acts or omissions in carrying out their duties.
- c) ICP may be dispatched by either Parks Canada Dispatch, Parkland Ambulance, STARS or by Parks Canada staff. When dispatched to serious incidents, the ICP must immediately notify the Duty Officer in case assistance is required.
- d) ICP may be dispatched by Parkland Ambulance, STARS or Parks Canada Dispatch to respond to medical calls for assistance outside of PANP within a maximum 8 km radius of Waskesiu Lake Townsite, provided there is still sufficient coverage within the community of Waskesiu Lake. In such an event, the ICP must immediately notify the PANP Duty Officer so that s/he may act as backup, or ensure backup is confirmed, to respond to any emergency calls within PANP. The ICP may also ask for assistance from Parks Canada personnel for said call outside PANP. The ICP will stabilize the victim at the site and wait for STARS/Parkland Ambulance to arrive. The PANP contract ICP will not accompany ambulance staff back to Prince Albert. The ICP will inform the Duty Officer on return to PANP.

- e) Provide monthly and seasonal summary statistics to Parks Canada which clearly identifies: date and time of response, location, nature of illness/injury, and treatment for each occurrence. Monthly summary to be submitted within seven (7) days following month-end; Seasonal summary to be submitted on or before September 30.
- f) The ICP will adhere to the applicable sections of the Treasury Board Guide to Fleet Management when operating a government vehicle. (Copy provided on first day of the contract).
- g) The ICP will provide a cell phone(s) for ICP/EMR communication with dispatchers, PANP personnel and others involved in EMS services.
- h) The ICP will provide appropriate uniforms for ICP's/EMR's during contract period.
- i) The ICP will participate in PANP emergency response personnel scenario training for staff proficiency. This training will be held within regular working hours during the contract period.
- j) One additional qualified staff member (minimum level of EMR) must be provided for the statutory holiday weekends in the months of July and August who will:
 - reside in Waskesiu Lake Townsite while performing contract work;
 - be registered with Saskatchewan College of Paramedics for contract period;
 - provide on duty coverage from 8:00 a.m. to 8:00 p.m. daily and standby emergency medical response coverage from 8:00 p.m. to 8:00 a.m. daily
 - when not engaged on an active medical call, must provide response time to core area of Waskesiu Townsite within ten (10) minutes or less at all times; accommodations in Waskesiu Townsite will be offered by Parks Canada at no charge to the ICP while performing contract work;
 - when the need for transportation of a patient to the hospital is recognized, standard practice will be to contact Parkland Ambulance and/or STARS dispatch, provide information on the patient's life threatening condition, and request Parkland Ambulance and/or STARS be dispatched to the site.
- k) Contractor will retain all original patient care reports on file for future reference as required by Saskatchewan Health;
- l) Provide Parks Canada with a minimum of one-hundred twenty (120) days notice of intention to not provide ICP services for a contract or option year prior to first working day of that contract or option year.

* Indicates Intermediate Care Paramedic as a minimum level of training for this position. A *higher* level of training is also acceptable (e.g. Advanced Care Paramedic).

3. Contractor's Qualifications

- a) Intermediate Care Paramedic (ICP) must have a minimum of two (2) years' experience as an ICP in a non-industrial setting (Urban and/or rural ambulance service with a minimum of 200 calls);
- b) ICP must be registered with Saskatchewan College of Paramedics for contract period;
- c) Contractor to secure Saskatchewan licenced Medical Doctor as a medical director for duration of contract period;

- d) ICP must maintain valid Saskatchewan class 5 driver's licence or equivalent.

4. Parks Canada's Responsibilities

- a) Ensure a minimum of one (1) PANP staff member, trained to Standard First Aid/CPR(C) or higher, is available to assist the ICP if requested, on a 24-hour basis within a (maximum) 60-minute response time.
- b) Provide one vehicle equipped for transportation of up to two (2) persons and EMS supplies. Vehicle fuel, maintenance and repair costs to be paid by Parks Canada.
- c) Provide one private two bedroom furnished suite (non-smoking/no pets) as living accommodation (at no cost to contractor) for the ICP staff while performing the contract duties. PANP Housing Agreements and Guidelines apply to all occupants of crown-owned housing, including contract personnel. Copies of the Guidelines are available upon occupancy.
- d) Provide one (1) hand-held radio with two (2) batteries for each ICP/EMR on shift, plus one charging unit.
- e) Provide access to Parks Canada first aid stations during hours when the information office and park compound are open.
- f) Provide first aid supplies and equipment as required.
- g) Parks Canada will remain responsible for all rescue operations within the park.
- h) Provide ICP a minimum of one-hundred twenty (120) days notice of intention to not require ICP services for a contract or option year prior to first working day of that contract or option year.

5. Service Schedule

The Contractor must provide the services as follows:

2021 (Contract):

8:00 a.m. May 21, 2021 to 8:00 p.m. May 24, 2021 (3.5 days)

8:00 a.m. June 25, 2021 to 8:00 p.m. September 6, 2021 (73.5 days)

standby emergency medical response coverage is required from 8:00 p.m. to 8:00 a.m. daily

Additional Staff member (EMR or higher):

8:00 a.m. June 30, 2021, to 8:00 a.m. July 6, 2021 (6 days)

8:00 a.m. July 30, 2021, to 8:00 a.m. August 3, 2021 (4 days)

2022 (Option year 1):

8:00 a.m. May 20, 2022 to 8:00 p.m. May 23, 2022 (3.5 days)

8:00 a.m. June 24, 2022 to 8:00 p.m. September 5, 2022 (73.5 days)

standby emergency medical response coverage is required from 8:00 p.m. to 8:00 a.m. daily

Additional Staff member:

8:00 a.m. June 30, 2022, to 8:00 a.m. July 4, 2022 (4 days)

8:00 a.m. July 29, 2022, to 8:00 a.m. August 2, 2022 (4 days)

2023 (Option year 2)

8:00 a.m. May 19, 2023 to 8:00 p.m. May 22, 2023 (3.5 days)

8:00 a.m. June 30, 2023 to 8:00 p.m. September 4, 2023 (66.5 days)

standby emergency medical response coverage is required from 8:00 p.m. to 8:00 a.m. daily

Additional Staff member (EMR or higher):

8:00 a.m. June 30, 2023, to 8:00 a.m. July 4, 2023 (4 days)

8:00 a.m. August 4, 2023, to 8:00 a.m. August 8, 2023 (4 days)

2024 (Option year 3)

8:00 a.m. May 17, 2024 to 8:00 p.m. May 20, 2024 (3.5 days)

8:00 a.m. June 28, 2024 to 8:00 p.m. September 2, 2024 (66.5 days)

standby emergency medical response coverage is required from 8:00 p.m. to 8:00 a.m. daily

Additional Staff member (EMR or higher):

8:00 a.m. June 28, 2024, to 8:00 a.m. July 2, 2024 (4 days)

8:00 a.m. August 2, 2024, to 8:00 a.m. August 6, 2024 (4 days)

2025 (Option year 4)

8:00 a.m. May 16, 2025 to 8:00 p.m. May 19, 2025 (3.5 days)

8:00 a.m. June 27, 2025 to 8:00 p.m. September 1, 2025 (66.5 days)

standby emergency medical response coverage is required from 8:00 p.m. to 8:00 a.m. daily

Additional Staff member (EMR or higher):

8:00 a.m. June 27, 2025, to 8:00 a.m. July 2, 2025 (5 days)

8:00 a.m. August 1, 2025, to 8:00 a.m. August 5, 2023 (4 days)