DAILY SQUAD CHECKS

PURPOSE

To define a universal standard for how to perform daily squad checks as well as logging into google sheets to document daily squad checks.

RESPONSIBILITY

It shall be the responsibility of the squad driver and squad paramedic to perform daily checks on all EMS equipment on their designated squad which includes engine compartment, front interior, patient care area, and outside compartments. The paramedic shall be responsible for equipment and drug tag accountability in the patient compartment area but will also be assisted by the squad driver. The paramedic will also assist the squad driver with any equipment related issues in the outside compartments or in the front of the squad as well as any engine related issues.

The squad driver and squad paramedic shall communicate to each other any immediate issues that need addressed prior to placing the squad into “ready” status. This may include notification to the company officer if necessary.

POLICY AND PROCEDURE

All vehicle checks, including EMS, can be accessed electronically on any iPad by accessing either Google Sheets or Google Drive. Selecting Google Sheets should automatically open up several checklists which should be labeled (Year + squad checklist + Month). Each iPad share the same check-sheets and information entered into one iPad is automatically synced with the other iPads.

Open up the correct checklist by clicking on the correct month. Once the correct month is open, select the squad being checked by clicking on the correct tab at the bottom of the excel sheet (S236, etc.). Locate the correct date located at the top of the excel sheet. Click on the individual boxes below said date to enter your information. Be sure to enter the last name of the squad driver and squad medic into the correct boxes located at the bottom of the excel sheet. Once you have entered the information into all of the boxes, make sure you select the green check mark located in the upper left-hand corner of the excel sheet. This will lock your information into each box that entered information.

SQUAD OXYGEN

PURPOSE

To become familiar with the oxygen locations on each squad as well as spare oxygen tank locations at Station 1 and Station 2.

To become familiar with the operations of the oxygen tank lift.

RESPONSIBILITY

It will be the responsibility of both the squad driver and squad paramedic to ensure that there is an adequate supply of oxygen in each tank on the squad (no less than 500psi) at all times.

POLICY/PROCEDURE

All spare oxygen tanks at Station 1 are located in the tool room located in the wash bay. All spare oxygen tanks at Station 2 are located in the corner between the pop machine and the laundry room. There is a compliment of both large tanks and small tanks.

Keep in mind that if the plastic tag on top of the portable oxygen tanks is missing, that tank is out of service. If the large tanks are out of service, they will have the letters MT written on them in white chalk.

If you need to replace a tank, simply remove the tank from its location and replace with a fresh one. Make sure you ask for assistance if replacing the main oxygen tanks due to their size.

Each station has a large oxygen tank lift that is portable and can be utilized to transport large tanks to and from its storage location to the squad needing a fresh tank. To utilize, secure the large tank to the base of the lift and secure with the provided straps. Utilize the black toggle switch to raise or lower the oxygen tank to transport to and from as well as lift into the oxygen storage space on the squad. Make sure tank is secure before removing from the lift.

All oxygen tanks that are out of service are normally replaced on Friday morning after being ordered on Thursday by the officer in charge of each station. Oxygen is delivered by Skye Oxygen out of Martins Ferry, Ohio. We do not refill oxygen tanks at either station; replace only.

RESTOCKING EMS SUPPLIES

PURPOSE

To provide instructions on how to replace EMS supplies whether at the station from equipment checks and/or replacing EMS supplies from the hospital.

RESPONSIBILITY

It shall be the responsibility of the squad driver to ensure that EMS supplies are replaced when utilized on any EMS call in which the squad does transport to the hospital. It shall also be the responsibility of the squad driver to replace any missing EMS supplies from the morning EMS checks and/or the monthly EMS checks held on the 1st and 3rd Thursday of each month.

It shall also be the responsibility of the squad paramedic to assist the squad driver in ensuring that all EMS supplies have been replaced. It shall be the responsibility of the squad paramedic to ensure that any EMS medications administered during a transport are replaced and accounted for.

POLICY/PROCEDURE

If replacing EMS supplies at Wheeling Hospital, an EMS supply list located at the EMS entrance to the ER on top of a podium is to be filled out and handed to the guard on duty. The guard will replace your supplies as well as any linens needed. Please make sure the supplies you receive back are the correct supplies you requested. If unsure, double check with the paramedic. If a guard is not on duty, you must go and see the triage nurse for a key to the supply room.

If replacing supplies at East Ohio Regional Hospital or Barnesville Hospital, you can either ask a nurse for supplies or obtain them yourself (if they are busy) but make sure you fill out a supply sheet located near the ER break room, place a patient label on the form, and into the provided envelop. If replacing supplies from Reynolds Memorial, contact either a nurse or receptionist sitting at the desk and they will either give you a key to their supply room or obtain the supplies for you.

The paramedic is responsible for replacing medications at the hospital, except for narcotics. The paramedic must have a nurse replace any medications utilized on the call, except for narcotics. Replacing narcotics is explained in EMS Section 5.

If supplies are needed while at the station, you can obtain them from the spare EMS supply cabinet located in the mail room at Station 1 or laundry room at Station 2. If you take the last item in stock, please notify Captain Lollini so said item(s) can be replaced as soon as possible.

Not everything you utilize on a call can be replaced at the hospitals due to supply shortages.

All EMS supplies utilized on any call are to be replaced at the hospitals as much as possible. The spare EMS supply cabinets are only to be utilized to replace what the hospitals cannot stock or if replacing an item(s) not restocked after performing morning checks.

RESTOCKING MEDICATIONS

PURPOSE

To outline the procedure needed to replace medications, including narcotics, utilized on any EMS call either at the hospital or at the station.

RESPONSIBILITY

It shall be the responsibility of the squad paramedic to ensure all EMS medications utilized on any EMS call are replaced. Notification to the duty officer must be made if unable to restock a medication or medications after returning from the station so arrangements can be made to either pull from another medication bag or order from the hospital. The squad driver can assist in this duty but it will remain the primary responsibility of the paramedic in charge of the call.

Monthly drug checks are coordinated each month by Captain Lollini. Any drug expiring at the end of the month is documented as well as all medications and turned into Asst. Chief Grady for ordering. All medications are ordered from Harrison Community Hospital.

POLICY/PROCEDURE

There is a limited supply of spare EMS medications located at Station 1. The medication box is located on top of the shelf in the mail room and is orange and white. There shall always be a tag located on the front of the box for tracking purposes as well as Board of Pharmacy requirements.

If unable to obtain a specific medication at the hospital, you can check to see if the needed medication is stocked in the medication box. The drug tag must be broken to access the inside of the box and retagged with a new tag once you are complete with utilizing the medication box. A three-ring binder is located next to the medication box that is utilized to document the date, old tag number, new tag number, signature of person accessing the box, and reason for accessing the box. There is no spare medication box at Station 2.

If unable to locate the medication needed, please notify the duty officer so it can be passed on to get replaced as soon as possible.

If you need to replace narcotics, they must be swapped with a new narcotic box located in the filing cabinet at Station 1 or Station 2. Each cabinet has a three-digit combination lock and must be locked at all times. Notify the duty officer to obtain a new narcotic box for you. The paramedic will be required to fill in the narcotic tracking sheet located in a white three-ring binder located inside the cabinet with the spare narcotic boxes. Inservice narcotic boxes will have a green tag and out of service boxes will have or need to have a red tag applied to them. This will help distinguish which boxes need replacement narcotics.

If a narcotic is utilized, notify the duty officer so that it can be communicated to the chiefs for ordering.

If all the reserve narcotic boxes are out of service, notify the duty officer. It is possible to mix and match narcotic boxes to create an in-service narcotic box if necessary.

If a medication is needed to be replaced at the hospital, a nurse must replace the medication for you. You will need the patient’s last name and date of birth in order to have the nurse replace the medication. In some facilities, an ER Technician (Paramedic) can replace your medications if necessary but first choice should be a nurse.

EMS PROTOCOL BOOKS

PURPOSE

To outline the location of the EMS protocol books and how to access them if needed.

RESPONSIBILITY

It shall be the responsibility of all EMS providers at Cumberland Trail Fire District to become familiar with the EMS protocols and maintain that familiarity for the duration of their employment.

POLICY/PROCEDURE

The EMS protocols can be accessed in multiple ways which include the EMS Protocol books located in each squad, on each iPad located under the BOOKS icon, emailed to individuals if they desire by providing an email address, or on each computer desktop located at both stations.

The EMS protocols can also be emailed to individuals if they desire by providing an email address to any employee who has them on file on their phones.

Regardless of method, each EMS provider shall become familiar with the location of the protocol books as well as maintain the familiarity to access them on the iPads should they be needed.

EMS QA PROGRAM

PURPOSE

Purpose of the EMS Quality Assurance Program (QA) is to assess the documentation of EMS reports of certain natures to ensure proper protocol is being followed, ensure that documentation is being completed thoroughly and properly, and point out documentation issues to individuals to assist in making them better clinicians by outlining documentation issues to prevent said issues from repeating themselves.

RESPONSIBILITY

It shall be the responsibility of all EMS providers to conduct themselves as EMS professionals at all times when it comes to EMS documentation. Any report can be called into court at any time and it is the EMS provider’s responsibility to maintain a professional level of documentation at all times to prevent deviation from protocol, spelling errors, etc. from being called out in court, etc.

It is the responsibility of the EMS Quality Assurance Committee to review EMS patient care reports to locate any documentation issues and assist the narrator in correcting said issues.

EMS Quality Assurance is not meant to be a disciplinary process; but a constructive criticism process that aids EMS providers in preventing future documentation/protocol errors.

POLICY/PROCEDURE

The EMS Quality Assurance Committee consists of Firefighter Morgan, Lieutenant Goff, Lieutenant Perkins, Captain Lollini, Asst. Chief Grady, Fire Chief Hall, and Medical Director Dr. Brocklehurst.

Any EMS patient care report that meets the following natures are assessed for errors by utilizing the QA checklists located on the IMS reporting software:

STEMIs

Cardiac Arrests

Overdoses

Traumas

Strokes

Every 15th EMS report as a random selection

Any nature deemed necessary for EMS QA.

If an EMS provider encounters an EMS call involving one of the above listed natures (minus random QA), please notify the appropriate shift representative so that QA can be completed. You can also notify the duty officer so that the information can be relayed to the representative.

1 unit – Firefighter Morgan

2 unit – Lieutenant Goff

3 unit – Lieutenant Perkins

Any EMS provider is welcome to ask the duty officer or partner to review their EMS patient care report to assess for any documentation/protocol issues prior to syncing the report especially if the report needs to be reviewed after returning from a call. The goal of EMS QA is to help you; not hinder you.

MONTHLY SQUAD CHECKS

PURPOSE

To outline the duties of the monthly squad checks performed on each squad every 1st and 3rd Thursday of each month. The checks are also utilized to assist new and current employees as to the location of each piece of equipment of each squad as well as the quantity of items as well as how to replace missing items especially if expired. This will aid all providers in locating EMS equipment at a timely fashion due to becoming more familiar with the location of equipment when needed.

RESPONSIBILITY

It shall be the responsibility of all on duty personnel to work as a team in completing the monthly squad checks in a timely fashion. It is understood that call volume can interfere with these checks and can be completed at another time if needed.

POLICY/PROCEDURE

On the 1st and 3rd Thursday of each month, the on-duty crew will perform the squad checks when timing permits.

To obtain the check sheets (unless printed already), you must access the Staff server on the desktop, click on the file named Completed Squad Materials Management sheets, and select the file named Squad Master Inventory Sheet updated, and print off one checklist per squad. Each checklist has nine individual tabs that must be printed individually.

As you perform the checks, any items missing please attempt to replace by utilizing the spare EMS supply cabinet at Station 1 or Station 2. Any items not able to be restocked, please contact Captain Lollini so that they can be ordered. This also applies to items found to be expired. Please make sure you date the checklist and select the appropriate squad that you are checking.

Once the checklists are completed, turn them into the duty officer so they can be scanned into the computer and stored electronically.