



EMERGENCY SERVICES
BOROUGH of MOOSIC



STANDARD OPERATING GUIDELINE

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| TOPIC: EMS Operations | SOP# 1.8 |
| Approved by: Chuck Molinaro, Chief | Revised: Approved: 09/07 |

I. PURPOSE

- a. To provide a guideline for safe and efficient operations for Ambulance personnel at the scene of an emergency call.

II. POLICY

- a. All personnel shall adhere to general scene safety procedures at all times. Refer to the PA State BLS Protocols provided in the EMS Reference Manual.
- b. All personnel shall adhere to Body Substance Isolation procedures as outlined in the State BLS Protocols provided in the EMS Reference Manual.

III. PROCEDURE

- a. Ambulance Placement
 - i. The driver shall position the ambulance so as to provide the shortest, easiest, and safest access to the patient.
 - ii. The driver shall position the ambulance so as to avoid the possibility of being blocked in by other vehicles.
 - iii. If possible, the driver shall position the ambulance so as not to block vehicular traffic or public roadways. **** See Fire SOG/SOP for additional guidelines.**
- b. On Scene Operations
 - i. Driver
 1. Positions the ambulance appropriately
 2. Assists AIC with jump bag/oxygen bag
 3. Develops a plan for the removal of the patient
 - a. Determines the equipment needed
 - b. Determines the best route
 4. Confers with the AIC to determine the need for additional resources
 5. Assists the AIC with patient care as needed
 - ii. Attendant-in-Charge (AIC)
 1. Obtains patient report from first responder or bystanders on scene (if applicable)
 2. Establishes patient contact
 3. Formulates a treatment plan
 - a. Communicates the need for additional resources to the driver
 4. Initiates patient care/treatment as necessary and according to protocol
 - a. Delegates tasks to driver/attendant/fire department personnel as necessary

- b. Transfers care to ALS paramedic (if applicable)
- 5. Insures complete documentation of the call

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c. At the Hospital

i. Driver

- 1. Positions the ambulance as appropriate for the unloading of the patient
- 2. Directs the unloading of the patient
- 3. After the patient care has been transferred to hospital staff
 - a. Disinfects the cot/equipment as necessary
 - b. Dresses the cot using clean linens
 - c. Cleans/decontaminates the patient compartment of the ambulance and returns all equipment to its proper locations
 - d. Replaces the cot in the ambulance
- 4. Replaces any disposable equipment used during the call (cervical collars, oxygen delivery devices, dressings, etc....)
- 5. Notifies Lacka. County 911 if the ambulance will be out of service (OOS) for an extended period of time, i.e. Decontamination
- 6. Returns the unit to service with Lacka. County 911

ii. AIC

- 1. Transfers patient care to hospital staff
- 2. Gives report to facility staff
- 3. Ensures that the patient is registered and all appropriate information is given to staff and signatures obtained for billing/HIPAA purposes
- 4. Provides a HIPAA pamphlet to the patient or family
- 5. Ensures that all patient possessions and medications are delivered to the appropriate personnel
- 6. Assists the driver as needed

d. Return to Station

i. Driver

- 1. Refuel ambulance as needed
- 2. Rinse/wash ambulance as needed
- 3. Help AIC as needed

ii. AIC

- 1. Decontaminates any OOS equipment retrieved from hospital
- 2. Document what equipment is OOS and at where located
- 3. Restock any items not replaced at hospital or by ALS unit
- 4. Document what stock items are low in inventory and need replenishment (as needed, i.e. Oxygen cylinders, sterile water, glucose, gloves, ...)
- 5. Ensures ambulance is ready for service
- 6. Completes documentation and trip sheet accordingly (*NOTE: Trip sheets are to be completed in a timely fashion and within 24 hours of dispatch as per EMS of NEPA guidelines*)