

Tab 200

Administrative Section



Lucas County Emergency Medical Services
2144 Monroe Street
Toledo, Ohio 43604

**TAB 200
ADMINISTRATIVE SECTION
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A

After Hour Drop Off of Contaminated Equipment



1. Contaminated, reusable equipment can be dropped off at the Lucas County EMS Annex for cleaning and disinfection. Contaminated items should not be left in the life squad for long periods of time.
2. Procedures for after-hour access to the Lucas County EMS Annex are outlined in Tab 100, Section J.
3. Any equipment left at the annex should be placed in a red contamination bag and clearly marked on the outside (equipment, and if known, contaminate). Red-bagged items should be left on the annex garage floor next to the washing machine.
4. Grossly contaminated life squad vehicles, if left at the annex, should be clearly marked on the outside with signage detailing the nature of the contamination and contaminate, if known.
5. An entry should be made in the Lucas County EMS Annex "After Hour Log" as outlined in Tab 100, Section J.



B ALS Identified Units / ALS Sign-On



All Lucas County EMS ALS equipped vehicles, and all recognized private ALS ambulances are required to be signed-on into the CAD system with unit identifier and employee identification numbers.

Employee identification numbers generally consist of the last four digits of the employee's social security number preceded by the letter "E". Lucas County EMS shall be notified of any personnel changes during the shift.

Procedure for CAD sign-on:

1. **Lucas County EMS life squads**: Any paramedic assigned to work on a Lucas County EMS life squad will sign-on using the MDT following the outlined procedures for unit and ID number entry. In the event the MDT is not functioning, Lucas County EMS Dispatch shall be notified by phone of paramedics assigned to work on the life squad.
2. **Private/Public ALS Units**: CAD sign-on will be accomplished by either MDT entry or by notifying Lucas County EMS Dispatch of unit and personnel ID numbers.

Any personnel using Lucas County EMS ALS equipment, and operating under the license of the Lucas County EMS Medical Director, must be "signed-on" into the CAD system.



C Delivery Service (Annex)



A delivery service for pick-up and delivery of expendable supplies, equipment, and vehicles is operated through the Lucas County EMS Annex during normal business hours. Request for service can be initiated by contacting the annex direct at 419-213-6516. Fulfilling delivery requests is subject to availability, manpower and available equipment.

Vehicle exchange for routine maintenance or repair:

When a Lucas County EMS life squad is due for routine maintenance (PM) or a repair item is identified, annex personnel will offer delivery of a back-up unit for life squad changeover. Life squads housed in close proximity to the Lucas County EMS Annex may elect to drive to the annex for vehicle changeover.

Delivery of expendable supplies:

Expendable supplies within the life squad inventory can be re-stocked from any of the hospital exchange lockers located in the emergency department. Re-stocking of multiple supplies, which may deplete a hospital locker, can be accomplished by contacting the Lucas County EMS Annex for delivery of items.



D EMS Unusual Incident Report Form



An ***EMS Unusual Incident Report Form*** has been developed for use by all Lucas County EMS personnel, fire departments, and hospital emergency departments for the purpose of documenting any unusual incident that would require review by Lucas County EMS Administration and/or the Lucas County EMS Medical Director.

The incident reporting form should contain as much information as possible detailing the events around the unusual incident.

Completed forms can be mailed or faxed to Lucas County EMS Administration. (See EMS Unusual Incident Report Form – Tab 200, Section D-2).



E **Exchange of LCEMS Equipment / Life Squad Unit**



Paramedics can exchange any in-service Lucas County EMS equipment or life squad unit at the Lucas County EMS Annex for the purpose of disinfection, routine maintenance or repair. In addition, the Lucas County EMS Annex may request an exchange of equipment or life squad unit for the purpose of disinfection, routine maintenance or repair.

The following procedure shall be followed when exchanging equipment and/or life squad unit:

- A. Notify Lucas County EMS Dispatch of request for equipment/life squad exchange. During normal Lucas County EMS Annex operating hours, dispatch may request life squad personnel to travel to the annex for changeover. In times of EMS increased call volume, and inadequate life squad coverage, the annex delivery service may be utilized for changeover of equipment or life squad unit (Tab 200, Section C). NOTE: Back-up portable radios are located at Lucas County EMS Dispatch.
- B. Equipment or life squad exchange after normal business hours will be followed by the procedure outlined in Tab 100, Section J – LCEMS Annex Access.



Legal complications which may occur during emergency scene operations are best managed by direct contact with ***On-Line Medical Control***. There may be rare occasions where direct patient communication with ***On-Line Medical Control*** may be required.

Following is an outline of basic legal principles which may be useful:

1. Consent

- a. A mentally competent adult patient has the right to consider or refuse treatment and/or transport.
- b. Consent is considered "implied" when a patient is unable to consent to treatment due to:
 - i. Age
 - ii. Altered mental status
 - iii. Medical condition
- c. Time delays in obtaining lawful consent from an authorized person should not delay patient treatment in the following areas:
 - i. Serious risk of death
 - ii. Serious impairment of health
 - iii. Prolongation of pain and/or suffering
- d. Medical consent can be given by individuals ≥ 18 years of age. A minor (< 18) shall be considered "emancipated" if he or she has married, entered the armed services, becomes employed and self-subsisting, or has become independent from the care and control of his/her parent, guardian, or custodian.
- e. If the patient is a minor, consent can be authorized by a:
 - i. Competent biological parent
 - ii. Adopted parent
 - iii. Legal guardian



Legal Considerations, continued

2. Mental Competence

- a. A patient is considered mentally competent if he/she:
 - i. Is able to understand the nature and consequences of his/her illness or injury.
 - ii. Is able to understand the nature and consequences of the proposed treatment.
 - iii. Has sufficient emotional control, judgment and discretion to manage his/her own affairs.

Patients should be continually assessed for mental orientation and ability to understand surrounding events. They must also understand the consequences of refusing aide and/or transport and have a plan of action.

- b. If a patient is not mentally competent under these guidelines, consent should be obtained from another mentally competent, responsible party such as a:
 - i. Spouse
 - ii. Adult son or daughter
 - iii. Parent
 - iv. Adult brother or sister
 - v. Legal guardian
- c. If a patient is found to be not mentally competent, and efforts to seek out another responsible party have failed, the person should be treated and/or transported to the hospital. Assistance from the local police agency may be required.

3. Duty to Act

- a. The prehospital care provider has an obligation to treat a patient in accordance with the standard of care expected from other care providers of the same training and skill level. If the provider does not act in accordance with accepted standards of care, and the patient suffers injury, the provider may be liable for negligence.
- b. Once treatment has been rendered, the prehospital care provider has a duty to care for the patient until care can be transferred to a competent health care provider who accepts responsibility for the patient.



F Legal Considerations



Legal Considerations, continued

4. Special Considerations

- a. Failure to treat someone who needs care is a far “riskier” course than to treat in good faith with less than full legal permission. Do not let fear of legal consequences keep you from rendering such responsible and competent care as your patient has a right to expect from your medical training.
- b. The best defense against any legal question of consent, competence, or need for care, is a well-documented patient medical record (PCR). Your documented account of patient assessment and care rendered will be invaluable if legal questions are raised.



G **Lending of LCEMS Equipment**



Lending of Lucas County EMS owned equipment and/or supplies for other than front-line use may be authorized by the following policy and procedures (NOTE: Exceptions to this policy are at the discretion of the Lucas County EMS Director):

- A. Personnel requesting equipment shall be a(n):
 - 1. Operating chief from a contracting EMS subdivision within Lucas County.
 - 2. Operating paramedic chief from a contracting EMS subdivision within Lucas County.
 - 3. Lucas County based hospital or emergency physician representative.
 - 4. EMS-related educational facility within Lucas County.

- B. A letter detailing the equipment and/or supplies requested must be received one (1) week prior to date needed. Letters (on department letterhead) for request of equipment/supplies must contain the following:
 - 1. Department/Entity requesting equipment
 - 2. Specific equipment/supplies requested
 - 3. Requesting name and contact information
 - 4. Date and time equipment/supplies needed
 - 5. Date and time equipment/supplies will be returned
 - 6. Explanation of equipment/supply use
 - 7. Statement holding the Lucas County Board of Commissioners harmless for any liability created in use of borrowed equipment

Personnel requesting equipment and/or supplies must agree to be responsible for its use and bear all costs if equipment is lost, stolen or damaged.

Requests for equipment and supplies will be reviewed and either approved or disapproved by the Lucas County EMS Director or his/her designee. No Lucas County EMS employee has the authority to release equipment or supplies, except for front-line service, without prior approval from the Emergency Services Director, Lucas County EMS Director, Lucas County EMS Support Services Manager, Lucas County EMS Training and QA Manager, Lucas County EMS Communications Manager, or Lucas County EMS Medical Director.

Requests for pharmaceuticals, for other than front-line use, must be approved by the Lucas County EMS Medical Director or his designee.



G **Lending of LCEMS** **Equipment**



Lending of Lucas County EMS Equipment, continued

Pick-up of requested equipment or supplies can be pre-arranged by contacting Lucas County EMS Administration. A "special projects" log shall be maintained by the Lucas County EMS Annex and Lucas County EMS Dispatch for recording equipment/supplies that are borrowed. The log shall contain:

- a. Equipment/supplies taken
- b. Date/time
- c. County ID numbers (if applicable)
- d. Individual receiving equipment/supplies (printed name and signature)



H

Mobilization of Back-Up Life Squad Unit



A back-up life squad unit, upon municipality request, may be placed in-service in extraordinary circumstances. This mobilized unit would be in addition to the normal operating system life squads (1-10). Any back-up unit mobilized for service would be staffed by personnel from the municipality initiating the request (Example: extended “stand-by” time at multiple alarm fire). Mobilized back-up units, upon return to the Lucas County EMS Annex must be fueled, cleaned and re-stocked.

Procedure for mobilization of back-up life squad unit:

- A. An officer from an operating Lucas County fire department shall initiate a request for an additional life squad unit through Lucas County EMS Dispatch stating the reason for the request.
- B. The Lucas County EMS Lead Dispatcher will contact a Lucas County EMS Administrative Manager for permission to mobilize a back-up unit. The Lucas County EMS Administrative Manager will evaluate the request for back-up unit based upon need and available resources.
- C. The fire department officer making the request for a back-up unit will be contacted directly by either the Lucas County EMS Administrative Manager or the Lead EMS Dispatcher taking the original request. The requesting officer will provide date and time for vehicle pick-up as well as personnel authorized to do so.
- D. Prior to a back-up unit being placed in-service, Lucas County EMS Dispatch must be notified of its location. Personnel staffing the life squad must be signed-on through the CAD system (Tab 200, Section B).
- E. The current procedure for signing out a back-up unit will be followed (Tab 200, Section E).
- F. Additional, necessary equipment for mobilization of a back-up life squad unit can be signed out through Lucas County EMS Dispatch:
 1. Portable Radio
 2. Cardiac Monitor/Defibrillator
 3. Med Box
 4. Electronic PCR tablet
- G. Notify Lucas County EMS Medical Director of activation, location of anticipated deployment and hours of operation.



I Paramedic Certification Requirements



Lucas County paramedics who operate under the direct medical supervision of the Lucas County EMS Medical Director are required to meet the standards listed below:

1. Valid driver's license
2. Current State of Ohio Paramedic certification
3. Current American Heart Association BLS Health Care Provider certification
4. Current American Heart Association ACLS certification

Documentation (copies) of the above requirements is to be submitted to Lucas County EMS Administration before a paramedic may operate on a Lucas County EMS equipped unit. All certification levels must remain current with copies re-submitted to Lucas County EMS Administration upon expiration.

New employees must submit all documentation listed above along with the **Lucas County EMS Paramedic Skill Evaluation Form** (Tab 200, Section K).



J Paramedic Continuing Education



Lucas County EMS Continuing Education Program

A. Purpose:

Provide continuing education (CE) for LCEMS paramedics and other approved providers within Lucas County that:

1. Meets or exceeds the National Standard Training Curriculum set forth by the United States Department of Transportation guidelines, State of Ohio requirements for re-certification of EMT-P's, and provides participants an opportunity to maintain National Registry certification.
2. Is consistent with the United States Department of Transportation National Standard Training Curriculum-Paramedic (NSTC) structure and content and the National Registry of EMT re-certification requirements. The continuing education curricula would consist of didactic instruction, essential skills and special interest/content courses (i.e., Advanced Cardiac Life Support (ACLS).
3. Would be provided in such a manner as to provide paramedics with updated knowledge of the acute, critical changes in physiological, psychological and clinical symptoms as they pertain to the pre-hospital emergency care of the infant, child, adolescent, adult and geriatric patient.
4. In conjunction with the Lucas County EMS Medical Director, provide 36-hours of instruction per year. Hours include protocol updates as requested by Lucas County EMS Administration. Curriculum development occurs under the direct guidance of the Lucas County EMS Medical Director, Lucas County EMS Administration, as well as the Lucas County EMS Advisory committees.
5. Provides a method for data collection used to track participation and successful completion or required continuing education activities for each Lucas County EMS paramedic.
6. Provides a method for data collection to evaluate the effectiveness and appropriateness of continuing education offerings based upon responses from the Lucas County EMS paramedics and other indicators as identified by Lucas County EMS Administration.



J Paramedic Continuing Education



Paramedic Continuing Education Program/ CE Requirements, continued

B. Program Design:

The goals of the continuing education program are as follows:

1. Prepare participants to perform within their scope of practice, but include a base of knowledge, education experience, and information to improve clinical decision-making skills.
2. Emphasize the epidemiology of pre-hospital emergencies, rather than hospital-based or emergency department based emergencies.
3. Emphasize the full scope of professional competencies and attitudes.
4. Utilize an assessment-based, not diagnosis based curriculum.
5. Include both psychomotor and didactic components, with special emphasis on psychomotor skills development and retention.
6. Provide for curriculum as well as outcome evaluations.

C. Program Implementation:

The Lucas County EMS Continuing Education Program Director will work closely with the Lucas County EMS Medical Director in the development of curriculum and selection of class format and topics. The Lucas County EMS Medical Director will reinforce adherence to approved medical protocols.

D. Program Content:

Topics will be selected based upon input from the Lucas County EMS Medical Director, findings from system wide needs assessment survey and specific requests from the field paramedics. Topics may be altered in response to additional identified needs.

E. Program Assessment:

A feedback survey and pre-/post test evaluations will be utilized to assess each monthly continuing education course.



J Paramedic Continuing Education



Paramedic Continuing Education Program/ CE Requirements, continued

Authorized Continuing Education Attendance

Lucas County EMS provides paramedic continuing education for those paramedics within the Lucas County EMS System that have been added to the Lucas County EMS Medical Director's pharmacy license.

Lucas County EMS Administration may authorize continuing education attendance for any:

1. Fire/EMS chief administrating a Lucas County EMS equipped unit.
2. Employee of Lucas County EMS
3. Paramedic who is employed by a political subdivision within Lucas County that delivers ALS response/treatments on a first or second response level.
4. Member of a Lucas County EMS Committee.
5. Individual with special circumstance and related activities to Lucas County EMS.

Written, formalized requests for continuing education attendance shall be forwarded to Lucas County EMS Administration for approval.

Continuing Education Attendance Requirements

- A. The following personnel are required to attend all Lucas County EMS continuing education sessions:
1. All paramedics who operate under the LCEMS Medical Director's pharmacy license.
 2. All paramedics who utilize LCEMS medical equipment in the field.



J Paramedic Continuing Education



Paramedic Continuing Education Program/ CE Requirements, continued

- B. Paramedics who fail to attend one of the regularly scheduled CE sessions during a given month run the risk of losing their ability to operate as an ALS provider within the LCEMS system. Additionally, paramedics may lose their ability to “sign-on” as an ALS provider on a Lucas County EMS life squad.
- C. To retain ALS provider status in the field following missed CE attendance, the following policy has been adopted:
1. When a paramedic fails to attend one of the regularly scheduled continuing education sessions in a given month, Lucas County EMS will notify the paramedic’s respective department officer of their failure to attend.
 2. Paramedics shall have up to three (3) weeks beyond the last CE session of the given month to make up any missed material. Make-up sessions are to be scheduled through the paramedic’s department officer by contacting Lucas County EMS at 419-213-6510. Make-up sessions will only be scheduled during regularly scheduled CE sessions within the following month. During months where continuing education classes are not offered, make-up sessions will be scheduled at the availability of the CE program administrator. Failure to make-up CE material, within the three (3) week period beyond the last CE session offered, will result in removal from CAD sign-on and ability to function as an ALS provider in the field.
 3. With special interest/contact courses (i.e., ACLS), paramedics shall have up to six (6) weeks beyond the last CE session of the given month to make up the missed material. **NOTE: Lucas County EMS does not provide make-up classes for special interest/contact courses (i.e., ACLS).** It will be the paramedic’s individual responsibility to find a comparable class to fulfill the requirements of attendance. Failure to attend a comparable special interest/contact course, within the six (6) week period beyond the last CE session offered, will result in removal from CAD sign-on and ability to function as an ALS provider in the field.



J Paramedic Continuing Education



Paramedic Continuing Education Program/ CE Requirements, continued

4. Paramedics who fail to fully complete a CE session (illness, family emergency, etc.) must re-schedule their class within the month or be subject to the make-up policy outlined above (Items 2 and 3).
5. Paramedics on extended sick, injury or military leave who fail to attend multiple CE offerings shall contact Lucas County EMS upon return to work to schedule make-up sessions for missed material.
6. Paramedics who fail to make up missed CE material shall, upon the direction from the Lucas County EMS Medical Director, be removed CAD sign-on and lose ability to function as an ALS provider in the field.
7. Paramedics who electively remove themselves from LCEMS continuing education classes (i.e., self removal; classes missed beyond a 3 week period), and then want to re-enter the training program, will be responsible for all costs associated with required make-up sessions.

Continuing Education Registration Process

- A. All Lucas County EMS paramedics authorized to attend continuing education classes must register for their session through their respective department.
- B. Lucas County EMS Administration ***will not*** take individualized calls from system paramedics for the purpose of class scheduling. All registration, cancelations and schedule changes should be forwarded to Lucas County EMS (419-213-6510 or by e-mail) by the paramedics respective department officer.
- C. At the beginning of each year, each department is provided a seating allocation chart for continuing education classes. Allocation of available seating for each department is dependent on department size and number of paramedics authorized for CE attendance. Lucas County EMS Administration requests that each department stay within the outlined parameters for seating assignments. Failure to do so may result in oversized classes which lessens the CE learning experience.



J Paramedic Continuing Education



Paramedic Continuing Education Program/ CE Requirements, continued

- D. The Lucas County EMS Continuing Education Administrator has full authority to withhold paramedics from CE attendance if they do not appear on the attendance roster, or numbers exceed the approved seating allocation for their department.

Continuing Education Disciplinary Policy

- A. The Lucas County EMS Continuing Education Program Administrator has the authority to remove any paramedic from a continuing education class for inappropriate/unruly behavior or tardiness. Lucas County EMS Administration will notify the appropriate department officer detailing the events surrounding the removal.
- B. Paramedics attending continuing education classes must make every effort to be on time for class. Any paramedic arriving fifteen (15) minutes after the start of class will not be allowed entry. Exceptions to the tardiness rule are at the sole discretion of the Lucas County EMS Continuing Education Program Administrator.

Continuing Education Waiver of Attendance

The Lucas County EMS Medical Director has sole authority to grant a continuing education waiver of attendance. Paramedics requesting a waiver, based upon prior certification or training (i.e., instructor status), must submit written application to the Lucas County EMS Medical Director as least three (3) weeks before the continuing education offering. The Lucas County EMS Medical Director may authorize alternative continuing education training with hourly credit applied. The **Lucas County EMS Continuing Education Credit Form** (Tab 200, Section J-7) must be completed and forwarded to the Lucas County EMS Medical Director upon completion of training



J Paramedic Continuing Education



Lucas County EMS Continuing Education Credit Form

Paramedic Name: _____

Date: _____

Department/Unit: _____

Program Title: _____

Date of Program: _____

Institution Offering Program: _____

Course Instructor: _____

Length of conference/class (Hours/Days): _____

CEU Accrediting agencies (if applicable): _____

Send copy of completed form along with program objectives, content outline and completion certificate to:

Lucas County EMS
2144 Monroe Street
Toledo, Ohio 43604



K Paramedic Internship



Paramedics new to the Lucas County EMS system may not be familiar with system organization, policies, procedures, equipment and patient treatment protocols. The internship program provides the opportunity for new system paramedics to gain familiarity and experience in all of these critical areas. Working closely with experienced system paramedics, interns will be directly observed in performance of patient assessment, acquisition of vital signs, medical equipment use, patient interventions and critical skill performance.

New paramedics requesting ALS provider status within the Lucas County EMS system must, through their department officer, forward documentation of the following requirements to Lucas County EMS Administration:

1. A minimum of 160 hours of supervised experience as a paramedic intern with a Lucas County EMS life squad, or;
2. A minimum of 60 hours of supervised experience as a paramedic intern with documentation of at least one (1) year of experience as a first responder within the Lucas County EMS system. One year first responder experience is defined as 12 consecutive calendar months prior to request for ALS provider status within the Lucas County EMS system.
3. Completion of ***Lucas County EMS Paramedic Skill Evaluation Form (Tab 200, K-2)***.
4. Copy of valid driver's license
5. Copy of current State of Ohio paramedic certification
6. Copy of current American Heart Association BLS Health Care Provider certification.
7. Copy of current American Heart Association ACLS Provider certification

New paramedics, upon completing the above requirements, will be added to the Lucas County EMS Medical Director's pharmacy license. Paramedics will not be allowed to function as ALS providers in the Lucas County EMS system until addition to the pharmacy license has been confirmed by Lucas County EMS Administration.



K Paramedic Internship



LUCAS COUNTY EMS PARAMEDIC SKILL EVALUATION FORM

Name: _____ Department/Affiliation: _____
(Print)

Skill / Procedure	Satisfactory	Unsatisfactory	Authorized by:
Patient Assessment			
Auto Vent 3000			
Pulse Oximetry / CO-oximetry / Capnography			
Glucometer			
Communications procedures (Med Channel / Radio / MDT)			
Dysrhythmia interpretation			
Endotracheal intubation (nasal & oral) / Flex guide / KING Vision			
Surgical Cricothyrotomy / Tracheostomy care			
Therapeutic Hypothermia (ICE) / Temperature Monitoring			
Needle Decompression			
Intranasal Delivery of Medications (MAD)			
Immobilization equipment & procedures			
Intravenous Therapy (Peripheral IVs / Alternative Access / IO)			
Medications (EMS Drug Formulary – Tab 400)			
Standard precautions (i.e. Mask Use)			
Safe Vehicle Operations			
Record keeping procedures /Electronic PCR			
Alternative Advanced Airways (KING-LTSD)			
Lucas County EMS Protocol Review (Scheduled with LCEMS Medical Director)			
AED / Cardiac Monitor			
ResQPOD / ResQGARD			
12-lead acquisition/interpretation			
CPAP (Continuous Positive Airway Pressure)			
Automated CPR Device			

Date of review: _____

Signature of Officer / Chief _____

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Paramedic Internship K-2
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