**Section 100 – Management & Administration**

|  |  |  |  |
| --- | --- | --- | --- |
| General Rules & Administration - 100 | | | |
| S.O.P # 100.04 | **Duties and Responsibilities of EMS Field Personnel** | | Page: 1 of 2 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**100.04.01 Purpose**

The purpose of this SOP is to establish a schedule of daily, weekly and monthly performance miles stones comprised of collateral job related duties and tasks assignments for EMS Field Personnel.

**100.04.02 Policy**

When personnel are not responding to calls for service, it is their responsibility to ensure the following collateral duties and tasks assignments are completed as noted:

**Daily**

|  |  |
| --- | --- |
| 0700 | * Relieve previous shift, * Obtain a face to face shift pass-on, * Perform ***“Daily Ambulance Check”*** of the 1st & 2nd out ambulance. |
| 0700 – 1500 | * Wash, clean & maintain the ambulance * Restock ambulance as needed * Complete assigned station maintenance duties * Perform any assigned training for the day * Patient care reports are to be completed after each call |
| 1700 hours | * Personnel may retire to sleeping quarters if desired |

**Weekly**

|  |  |
| --- | --- |
| Monday | * Perform ***“Weekly Ambulance Check”*** of the 3rd & 4th out ambulances by the day crew in conjunction with the normal assigned morning tasks. |

**Monthly**

|  |  |
| --- | --- |
| Staff | * Monthly vehicle readiness check of the 1st, 2nd & 3rd out ambulances * The Logistics Officer will assign a crew on a rotating basis to perform the monthly vehicle readiness check during the first week of each month |
| Volunteers | * Monthly vehicle readiness check of the 4th out ambulance |

**100.04.03 Shift Change Procedure**

* On-Coming and Off-Going Paramedics
  + Check ambulance for cleanliness and basic readiness
  + Check controlled drugs on ambulance
  + Check controlled drugs on 3rd out ambulance
  + Check controlled drugs in Supply Room
* On-Coming and Off-Going EMTs
  + Check cleanliness of the building and living quarters

**100.04.04 Restrictions & Exemptions**

1. Personnel are restricted from watching television or other leisure activities on their down time unless all of their collateral duties and task assignments have been completed.