

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title: Shift Duties
Policy: 434.00
Purpose: Outlines specific daily duties and responsibilities for EMS personnel

Policy:

24-hour employees will be in uniform and ready for emergency response no later than 0700 hours. BLS crews will be ready for duty as outlined by their schedule. The off going crews will ensure quarters are cleaned, vacuumed and trash cans emptied before turning over to on-coming crews.

The on-coming crew will retrieve radios, Cell phone, pagers and unit keys from the off-going crew.

The on-duty crew will crank and perform a check of their medic unit and any back-up units at the station. Findings will be documented on the unit check sheet.

Any missing or broken equipment must be reported to the Shift Commander immediately.

Electronic Patient Care Reports (ePCR's) are to be completed and uploaded as soon as possible following the completion of the call, but no later than the end of the current shift.

The on-duty crew will contact the on duty supervisor the need for maintenance on the unit or any equipment, and procure supplies that need to be picked up or refilled.

The on-coming crew will review the station logbook entries for the past two shifts and make all required entries.

The Shift Commander will inspect for the above during his/her station rounds.

Accountability and Compliance:

Quarterly, the EMS Command Staff and/or Logistics will perform unannounced unit inspections. Data collected regarding compliance and findings will be entered into a database. Shift duties compliance will be one of the measurements reported on. The number of stations inspected (numerator) will be compared against the number of station not compliant (denominator), resulting in a percentage of compliance. The data will be reported to the EMS Division Chief quarterly in a report titled *Quarterly Shift Duties Compliance Report*.

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