

Policy and Procedures

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Title: Ambulance Staffing

Date issued / last revision: December 26, 2003

Date effective: Immediately

Ambulance Staffing

Statement:

Cooperstown Medical Transport, Inc (CMT) aims to ensure a smooth working relationship through the understanding of roles and responsibilities of each crewmember.

Purpose:

This policy is to establish the minimum staffing requirements for CMT's ambulances and outlines some responsibilities of the crewmembers.

Scope:

This policy applies to all employees, full time, part time and interns.

Policy:

1. An ambulance crew at a minimum will consist of at least one licensed and approved driver and one New York State certified Emergency Medical Technician (EMT) who will assume responsibility for all aspects of patient care. This is the minimum staffing required by NYS DOH. Except for unusual circumstances approved by Operations, CMT ambulances will be staffed with an ALS provider and at least an EMT-B.
2. The attendant is in charge of patient care at all times and will direct the driver with regard to use of emergency warning devices, speed and special driving conditions for particular patients. The attendant will direct the assistance provided to the patient by the driver. This policy also applies when both crewmembers are EMTs and regardless of their seniority with CMT.
3. The driver must operate the vehicle in a safe and courteous manner with special attention to the care and comfort of the patient being transported. The driver should honor all requests from the EMT in charge in regard to patient care, handling, and route of travel, speed and use of the emergency warning lights. CMT stresses team work among crewmembers. However differences of opinion are inevitable. We encourage our staff to work out difficulties through frank personal discussion, and when necessary, to seek assistance from the Supervisor. Serious problems or unusual occurrences shall be documented on the Incident Report form.
4. The crew is responsible to see to it that the ambulance is at all times in compliance with applicable NYS Department of Health regulations. This includes ensuring that all patient care equipment functions properly. Refer to *Inventory Policy* for further information.