

Policy and Procedures*Title: Chain Of Command**Date issued / last revision: December 5, 2003**Effective: Immediately*

Chain Of Command

Statement:

Cooperstown Medical Transport, Inc. (CMT) is establishing a chain of command for operational matters.

Purpose:

This policy is to establish a chain of command for CMT.

Scope:

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

Policy:

1. The Director of Operations of Operations (DO) is ultimately responsible for all operational concerns.
 - a. However, most operational matters, especially day-to-day operations, are delegated to the Field Supervisor.
2. Supervisors are not necessarily on every shift, but are available by phone.
 - a. Dispatch will be given a list of the on-call Supervisor / Administrator for use when no supervisor is on duty.
3. To assist with overall operations, there are several administrators.
 - a. The administrators each have specific responsibilities.
 - b. While any administrator can direct you if you fall under their department or give you guidance. Only supervisory staff can specifically instruct you in your job responsibilities and requirements.
4. Preceptors, when assigned, are responsible for assisting with new employee training and evaluation and also with the continuing education of current employees.
5. The most senior, highest trained EMT is ultimately in charge of patient care.
6. As an employee, your direct chain of command usually starts with the Field Supervisor.
7. It is expected that the proper chain of command will be used at all times.
8. The NIMS Incident Command System will be used to direct the management of all scenes for which it would apply.
9. The Operational Chain of Command is represented by a flow chart.
 - a. A copy of this flow chart will be on display at all CMT stations and offices.
 - b. This flow chart does not indicate an employee's immediate supervisor.
 - c. Refer to job descriptions for immediate supervisor information.

10. Refer to an employee's job description for the functional responsibility of their position.
 - a. A listed job description does not imply that the position must be filled. All positions are subject to review based on the changing needs of CMT.
 - b. Any position not filled must have the job responsibilities of the job assigned to another supervisor or administrator.