

Title: Inventory Policy

Date issued / last revision: September 1, 2002

Date effective: Immediately

Inventory Policy

Statement:

It is the intent of Cooperstown Medical Transport, Inc. to make available at all times to its employees all equipment needed to provide appropriate patient care.

Purpose:

The purpose of this policy is to insure that at all times all response vehicles not only meet DOH Part 800 equipment requirements, but to exceed them to the benefit of our patients.

Scope:

This policy applies to all Cooperstown Medical Transport, Inc. employees, full time, part time, and interns.

Policy:

1. Daily Inventory:

- a. Inventories are to be performed daily at the start of shift for safety and guaranteed provisions of emergency equipment.
- b. Missing or malfunctioning items are to be replaced, or called to the attention of your immediate supervisor for replacement or repair.
- c. To take inventory means you have actually touched the item, and can assure that it is in good working order.
- d. It is expected that inventory should take no more than 30 minutes and should be started immediately upon starting your shift.
- e. You may be required to take an assignment prior to completing our inventory
 - i. If this is necessary, prior to responding at least make sure the following equipment is available.
 - A. Cardiac monitor with leads
 - B. Portable oxygen
 - C. Jump bags
 - D. Controlled substances
 - ii. If assigned prior to completion, then the inventory will be completed before the end of your shift.

2. Restock:

- a. Ambulance supplies and equipment are to be restocked, by crewmembers, as needed to be maintained at a certifiable level.
- b. Ambulance crews will be held responsible for the exercise of diligent precautions to prevent the loss of equipment. This includes loss due to misuse, theft or lax custodial care.
- c. Crews will report missing or inoperative items and patient care supplies or equipment to the Supervisor immediately. This fact will also be noted on the equipment checklist.
- d. Usage of supplies or equipment must be noted on the PCR.

3. Security:
 - a. All medications (to include BLS medications) and sharps are to be secured in a locked compartment unless under the direct control of an appropriate EMS provider.
 - b. For controlled substances, refer to the *Controlled Substance Plan*.

4. Temperature control:
 - a. To maintain an appropriate temperature in the response vehicles for medications and IV solutions, it may be necessary to run either the air conditioning or the heater, as necessary.