

Policy and Procedures

Title: Operations Meeting

Date issued / last revision: July 20, 2004

Date effective: Immediately

Operations Meeting

Statement:

Cooperstown Medical Transport, Inc. (CMT) believes that communications is essential for the continuity of operations.

Purpose:

CMT is establishing guidelines for operations meetings.

Scope:

This policy applies to all employees of CMT, full time, part time, per-diem and interns.

Policy:

1. An operations meeting shall be held as needed.
 - a. Need shall be determined by the Director of Operations
 - b. Any supervisor or administrator may request an operations meeting.
2. Any employee may request an audience at the next scheduled operations meeting
3. Members having permanent seats at the operations meeting. Members are not mandated to attend a meeting unless required of them by job description or by order of their supervisor. Any member position not filled will leave a vacant seat.
 - a. President
 - b. Treasurer
 - c. Director of Operations
 - d. Field Supervisor(s)
 - e. Senior Dispatcher
 - f. Director of Training
 - g. CQI Administrator
4. All administrators or designated departmental personnel will present a written report at designated operations meetings when requested to do so by his/her supervisor or the committee.
 - a. If the meeting cannot be made in person, arrangements must be made with the Director of Operations or his / her designee. A written report is still expected.
5. A quorum will consist of at least 3 permanent members of the committee.
6. Any employee can be asked to attend an operations meeting.
 - a. Attendance is mandatory.
7. All business discussed at an operations meeting will be considered confidential. Any release of information must be approved.
8. Chain of command will be used.