

Policy and Procedures

Title: State Health Department Inspections

Date issued / last revision: December 5, 2003

Date effective: Immediately

State Health Department Inspections

Statement:

Cooperstown Medical Transport, Inc. (CMT) is establishing guidelines for vehicle inspections by the NYS Department of Health.

Purpose:

This policy provides guidelines if employees are faced with the given situation.

Scope:

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

Policy:

1. Ambulances are subject to inspection by representatives of the State EMS office without advance notice.
2. In the event of an inspection, the EMT attendant must notify the Dispatcher immediately and then cooperate fully with the inspector. If requested by the inspector, the EMT attendant will present or demonstrate any or all equipment on the ambulance.
3. Upon completion of the inspection, the inspector will present the EMT attendant with a copy of the inspection sheet, which will be turned over to the Supervisor at the end of the shift. The EMT attendant will promptly notify the dispatcher of the results of the inspection.
4. In the event a violation notice is issued, the EMT attendant must contact the dispatcher and the Director of Operations prior to accepting another patient. The Director of Operations will decide the course of action.