



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

General Order Number: 05-24	Effective Date: January 2010
Division: Emergency Medical	
Chapter: Volunteer Advanced Life Support Program	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

This General Order describes the operational procedures for Volunteer County Certified ALS Providers to place a Paramedic Ambulance in service in their volunteer station to enhance services by providing Advanced Life Support (ALS) care in accordance with the all policies and procedures established by the EMS Operational Program managed by the Prince George's County Fire/EMS Department.

DEFINITIONS

ALS Assistant – An certified EMT-B EMS Provider who has successfully completed the “ALS Assistant Program”, as approved by the EMS Operational Program. This Provider may function as the Paramedic Ambulance Driver, or may serve as a third provider on the Paramedic Ambulance. An ALS Intern, as described in General Order 05-03, may also satisfy this requirement.

ALS Provider – A County-Certified Advanced Life Support (ALS) Provider, as defined in General Order 05-03, regardless of employment or membership status.

ALS Upgrade Equipment – Equipment specified by General Order 05-06 to place an ALS Transport Unit in service in addition to that required for a BLS Transport Unit.

Volunteer Paramedic Ambulance – Interchangeable with the term Paramedic Ambulance. This refers to the upgrade of a BLS Ambulance to an ALS Transport Unit. The Volunteer Paramedic Ambulance is utilized as any other Paramedic Ambulance in the Department.

PROCEDURES / RESPONSIBILITIES

1. Volunteer Paramedic Ambulance Program

The Volunteer ALS Coordinator, as appointed EMS Operational Program Manager shall be responsible for coordinating the Volunteer ALS Program, in conjunction with the EMS Office, the Medical Director, and the Volunteer EMS Liaison. All Volunteer ALS Providers as well as ALS Assistants functioning on a Volunteer Paramedic Ambulance shall cooperate and assist the Volunteer ALS Coordinator as reasonably necessary to administer this Order.

The Volunteer ALS Coordinator shall be the first point of contact with respect to general issues and matters for Volunteer ALS Providers and ALS Assistants operating within the Volunteer ALS Program. However, all in-service operational concerns, including matters of patient care and emergency response, shall be directed to the appropriate on-duty EMS Supervisor or EMS Duty Officer.



Volunteer Members operating as ALS providers are subject to the same policies, procedures and requirements as Career ALS Providers.

2. Procedure to place a Volunteer Paramedic Ambulance in service

The Volunteer Paramedic Ambulance may be placed in service when the required personnel and ALS Equipment are dedicated to a BLS Ambulance and the appropriate notifications are made in accordance with this Order. This has the effect of upgrading the BLS Ambulance to a dedicated Paramedic Ambulance.

Staffing

The required staffing must meet or exceed the requirements set forth in the General Orders for the Department, which discuss and refer to the Paramedic Ambulance Program. In the case of a Volunteer Paramedic Ambulance in accordance with this Order, the unit shall be staffed with at least one (1) County Certified ALS Provider and one (1) ALS Assistant.

Volunteer Paramedic Ambulance may be created by upgrading a BLS Ambulance housed at a Volunteer Station, or when availed, by upgrading a reserve BLS Ambulance, which shall be obtained through coordination with the on-duty EMS Supervisor.

The Paramedic Ambulance must have all the necessary ALS Equipment on board prior to making any and all notifications (see below) and placing the unit in service. The Volunteer Station, as well as the ALS Provider and ALS Assistant, must be prepared to maintain the unit as a dedicated Paramedic Ambulance, to be operated in accordance with these General Orders, for no less than eight (8) continuous hours.

ALS Equipment

A complete complement of ALS equipment is stored at the Fire Services Building. The ALS Provider intending to place the Volunteer Paramedic Ambulance in service shall be responsible for retrieving this ALS equipment prior to going in service, as well as for checking and verifying the operational readiness of the ALS Equipment in accordance with these General Orders.

The ALS Provider is responsible for the ALS Equipment, he/she may retrieve the ALS Equipment in any reasonable manner so as to assure the Paramedic Ambulance is properly equipped prior to going in service. The ALS Provider must account for each of the ALS Equipment until he/she returns the ALS Equipment to the location from which it was retrieved. All of the ALS Equipment shall be returned at the end of the tour of duty, unless immediately transferred to another ALS Provider the purposes of keeping the Volunteer Paramedic Ambulance in service. Any supplies used during the Paramedic's tour of duty shall be promptly replaced from a hospital or from a station that houses an Advanced Life Support Unit.



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Any medications used or wasted shall be promptly replaced in accordance with the existing General Orders. The ALS Provider shall be responsible for this, and shall contact the appropriate EMS Supervisor with any problems or concerns.

At the end of the Paramedic's tour of duty, he/she shall be responsible for making the appropriate notifications in accordance with this Order, as well as for performing the following actions: the Lifepak 12 monitor shall be downloaded in accordance with the policy (if used during the Paramedic's tour of duty), the ALS Equipment shall be inventoried and replaced as necessary, the ALS Equipment shall be transferred as stated above or returned no later than two (2) hours after the conclusion of the Paramedic's tour of duty.

Notifications when placing the Volunteer Paramedic Ambulance in service

Immediately upon being ready for service, the Paramedic is responsible for notifying Public Safety Communications and the EMS Duty Officer (EMS801) (or, if unavailable, another on-duty EMS Supervisor) of the unit's readiness for service, the duration of the dedicated tour of duty, and the identity of the BLS Ambulance that is being upgraded. If the respective Volunteer Station maintains an additional BLS Ambulance in service this notification shall be made as well.

Operational Utilization of the Volunteer Paramedic Ambulance

The Volunteer Paramedic Ambulance shall be responsible for responding to ALS and BLS calls as dispatched by Public Safety Communications and for performing all duties as discussed in these General Orders.

As stated above, and absent exceptional circumstances, the ALS Provider and the ALS Assistant are responsible for assuring that the Volunteer Paramedic Ambulance is continuously available for service for the Paramedic's entire tour of duty, which shall be no less than eight (8) hours.

Notifications when placing the Volunteer Paramedic Ambulance out of service

Immediately upon the conclusion of the Paramedic's tour of duty, the Paramedic shall be responsible for notifying Public Safety Communications and the EMS Duty Officer (EMS 801) (or, if unavailable, another on-duty EMS Supervisor) of the unit's removal from service and the identity of the BLS Ambulance that is being returned to service. If the respective Volunteer Station was maintaining an additional BLS Ambulance, in addition to the Volunteer Paramedic Ambulance, this notification shall state whether or not the additional BLS Ambulance will continue to remain in service.

Recordkeeping

The Paramedic shall be responsible for any and all documentation required by the Maryland Medical Protocols and this General Order. Responses shall be noted in the Volunteer Station's respective Logbook, with the notation that the unit was operating as a Volunteer Paramedic Ambulance.



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In addition, the ALS Provider shall be responsible for the completion of any additional paperwork and documentation as may be required by the Medical Director, the EMS Office, or the Volunteer ALS Coordinator. From time to time, such additional paperwork may be required by Volunteer ALS Providers and ALS Assistants for the purposes of administering this Order and the maintenance and oversight of the Volunteer ALS Program.

Controlled Substances

The Paramedic shall account for all controlled substances under the Paramedic's custody and control in accordance with existing General Orders. This shall include checking and inventorying said controlled substances, making notations by signing the controlled substances in and out within the controlled substances logbook, and assuring that only the Paramedic maintains control over the substances. These responsibilities may NOT be delegated.

REFERENCES

N/A

FORMS / ATTACHMENTS

N/A