

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Shift Change
Effective: June 1, 2005
Reviewed: March 2005, December 2012
Revision: 2
Pages: 3

I. PURPOSE:

To provide uniform guidance on shift change and to assure units are ready for service.

II. GUIDELINE:

Fixed Station Units

Start of shift

- Shift change will occur at the County station.
- Secure the keys from the off going crew; this will be done face to face.
- The crew will utilize the on-board computer to sign on duty and contact control on channel one at the beginning of the shift with the following information:
 - Unit number
 - Crew badge numbers
 - Beginning of shift mileage
- A vehicle readiness checklist will be completed by both crew members. The Shift Supervisor will be notified if equipment is needed to restock the ambulance.
- Check the stretcher. Employees must be familiar with the style and model in use. The stretcher must be checked to be certain it raises and lowers smoothly. Check for breaks or cracks in the aluminum, especially around stress points such as wheel areas and flexor points. Inspect all seams, welds, connections, cotter pins or rivets. If any defect is noted, no matter how minor in appearance, it must be reported to the on-duty supervisor and the stretcher shall be replaced with a spare and the defect repaired.
- Inspect the ambulance and complete the damage report. Report any new damage not documented on the damage report to the on-duty supervisor.
- Wash the ambulance.
- Clean and wipe down the inside of the ambulance.
- Refuel if needed.

End of shift

- Before the end of the shift assure that the unit is clean inside and out, free of

dirt, body fluids, drink cans, food wrappers and garbage.

- Before the end of the shift assure that all patient care records are completed and uploaded to the server.
- Delete all non-essential data from the Lifepak.
- During the face to face transfer, assure that equipment that was used during your shift has been restocked.
- Assure that you leave the keys with the on coming shift.

Dynamically Deployed Units

Start of shift

- Shift change will occur at headquarters
- Report to the logistics office before the scheduled start time of your shift.
- Units will be assigned by the logistics personnel or on-duty supervisor.
- Sign out controlled items from logistics or the on-duty supervisor:
 - Controlled drugs
 - Keys
 - Mobile phone
 - Tough book
 - Portable radio (when needed)
- Check the unit for essential equipment. If equipment needs replaced notify either logistics or the on-duty supervisor.
- Inspect the ambulance and complete the damage report. Report any new damage not documented on the damage report to the on-duty supervisor.
- Check the stretcher. Employees must be familiar with the style and model in use. The stretcher must be checked to be certain it raises and lowers smoothly. Check for breaks or cracks in the aluminum, especially around stress points such as wheel areas and flexor points. Inspect all seams, welds, connections, cotter pins or rivets. If any defect is noted, no matter how minor in appearance, it must be reported to the on-duty supervisor and the stretcher shall be replaced with a spare and the defect repaired.
- The crew will utilize the on-board computer to sign on duty and call available on channel one at the beginning of the shift with the following information:
 - Unit number
 - Crew badge numbers
 - Beginning of shift mileage
- If the vehicle is dirty, wash it.
- While at post, a vehicle readiness checklist will be completed by both crew members. The on-duty supervisor will be notified if equipment is needed to restock the ambulance.
- While at post the interior of the vehicle will be wiped down with disinfectant solution.

End of shift

- Do not return to Headquarters for shift change until given permission from control.
- Before the end of the shift assure that the unit is clean inside and out, free of dirt, body fluids, drink cans, food wrappers and garbage.
- Fuel the unit.
- Report ending mileage to control via channel 1.
- Assure that equipment that was used during your shift has been restocked.
- Turn in all controlled items and the daily end of shift report (item usage report) to the logistics personnel or on-duty supervisor.
- Complete all patient care records and ensure reports are uploaded.

III. GENERAL

- In the event of a late call past shift change, the off-going crew will not be responsible for refueling the truck, however, they may not leave without cleaning up the ambulance and equipment.
- Unless released by the on-duty supervisor, all off-going LCEMS crew members must wait until their scheduled relief arrives before leaving.
- All patient care records must be completed and exported before leaving work for the day.
- If an oncoming crew finds a vehicle in poor condition (inventory/cleanliness), the on-duty supervisor will be notified.
- Report all missing, damaged or malfunctioning equipment or vehicles to the on-duty supervisor and complete an Incident Report Form.
- Report problems with Toughbooks or network to EMS – MIS or the on-duty supervisor.