Bath Township Fire Department			Standard Operating Guideline	
Section **Operations**	**Referral No.** **O-24**	**Subject:** **EMS – ALS Intercept / Mutual Aid**	**Date Issued** **9/05**	**Date Revised** **3/08**

Purpose:

- To provide guidelines for providing ALS to mutual-aid agencies.

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- Officer
  - The officer, or senior EMS provider, will ensure that patient care is provided in accordance with EMS protocol and timely completion of the emergency medical run report.
- Personnel
  - All personnel will function only at their level of EMS training.
  - Any person completing the emergency medical run report will be responsible for accurate and timely completion of the report.
  - All personnel have the responsibility of wearing proper personal protective equipment.
  - All personnel will know the F.D. privacy policy and strictly adhere to it at all times.

Guidelines:

- On mutual aid EMS incidents the Bath EMS provider shall:
  - Respond only when requested by the agency having jurisdiction (AHJ).
  - Respond in a safe and efficient manner.
  - Communicate with the AHJ personnel as to location where personnel are needed.
  - Confer with AHJ providers as to history of call and patient care provided prior to ALS arrival.
  - Take charge of patient care utilizing AHJ personnel to provide patient care to their level and within their scope-of-practice.
    - Note: Any provider with higher training arriving when lower level providers have been on scene should assist completing care in progress and reassess the patient. Any lower level providers remaining on scene should assist as directed by the higher-level provider.
    - The highest trained provider is in charge of patient care; if this is the outside provider then they may have to accompany the patient to the hospital in order to avoid patient abandonment.
  - Provide patient care within their scope-of-practice and within Bath Township Fire Departments' EMS Protocol's.

- The emergency medical run reporting:
  - The AHJ shall be directed to complete a patient care report on their run sheet.
    - Note: Patient care report shall include all information prior to the arrival of the ALS provider and times documented should be that of the AHJ.
  - The senior EMS provider from Bath Township Fire Department shall complete a patient care report on the Bath Township Fire Department run sheet.
    - Note: Patient care report shall include all information following the arrival of the ALS provider and times documented should be that of the Bath Township Fire Department.
  - The Bath Township Fire Department, for records, shall retain a copy of both the AHJ and the Bath Township Fire Departments' run sheet.
  - The emergency medical run report shall be forwarded to the EMS Director for review.
- After review, the EMS Director may request additional information as necessary to ensure accurate documentation.
- Any EMS personnel having questions regarding emergency medical run report completion will ask an officer or senior EMS provider for assistance in completion of the report.
- All persons refusing treatment and transportation will have a refusal of treatment and transport form completed per protocol.
- EMS personnel using regulated and/or narcotic medications, out of Bath Township Fire Department stock, will complete a narcotic use log, restock, and seal medications used.
- The AHJ shall be responsible for HIPAA compliance and a copy of the AHJ privacy policy should be offered to all patients.
- **All parties involved shall consider all patient information confidential.**