

**CCEMS
OPERATIONS POLICY 100-01
CREW MORNING START TIMES AND SHIFT CHANGE PROCEDURE**

I. PURPOSE

- 1.1 To assure that all medical crews are aware of all vehicle and equipment considerations prior to beginning their shift.
- 1.2 To increase communication and consistency between all crews and Administration.

II. POLICY

- 2.1 The daily shift starting time will be 8:00 am.
 - 2.1.1 All personnel shall be inside their station, in full uniform and fully ready to respond on a call at 8:00 am.
 - 2.1.2 As a courtesy to each other, it is recommended that personnel arrive to work 15 minutes prior to the start time reflected in EMSManager. If an employee responds on a call prior to their shift start time, they will be paid for the additional time worked prior to their start time.
- 2.2 The off-going crews will be awake and out-of-bunks by 7:00 am.
 - 2.2.1 All vehicles used in that station in the prior shift will be washed, unless the Shift Captain advises otherwise.
 - 2.2.2 Any supplies used in the ambulances during the prior shift will be replaced and any equipment used will be cleaned and returned to full readiness.
 - 2.2.3 The stations will be kept clean, any kitchen items used on the previous shift will be washed, trash cans emptied, and dirty linens put in the laundry area.
 - 2.2.4 All patient care reports for the previous shift will be completed.
 - 2.2.5 The only exception to the above is if a crew has a late call.
- 2.3 At 8:00 the off-going and on-coming crews will meet to discuss what happened on the previous day and any on-going issues for that station or the organization.
 - 2.3.1 During this brief conversation the off-going crew will share information on what happened the previous day. They will share any vehicle, equipment, or station issues that happened the previous day. They will share any known road closings and at station 2 they will complete the drug safe inventory counts.
 - 2.3.2 Also during this conversation, the on-coming crew will verify that the off-going crew documented any vehicle, equipment, or station issues that occurred on their shift.
 - 2.3.2.1 Crews will document all vehicle maintenance repairs on the CCEMS "Vehicle Maintenance Form" and forwarding it to their supervisor.
 - 2.3.2.2 Crews will document all equipment maintenance repairs on the CCEMS "Equipment Maintenance Form" and forwarding it to their supervisor.
 - 2.3.2.3 Crews will document all station issues by emailing all the supervisors.
- 2.4 Upon completion of the morning shift meeting, the off-going crews may leave.

- 2.5 The on-duty Shift Captain is responsible for completing the daily shift report, located on the Intranet, prior to leaving their shift. All fields on the daily shift report should be completed. This report will be sent to all members of the CCEMS Administration.

Director: Todd A. Shroyer

Effective: 6-1-17

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