



# NORTHAMPTON COUNTY

## Department of EMERGENCY MEDICAL SERVICES



### STANDARD OPERATING GUIDELINES

<b>TOPIC: Vehicle Inventory Management</b>	<b>SOG #: 2.12</b>
<b>Status: ACTIVE</b>	<b>Written: 02/25/2003</b>
<b>Written by: Hollye B Carpenter</b>	<b>Revised: 01/01/2013</b>
<b>Approved by: Hollye B. Carpenter</b>	<b>Adopted: 01/01/2013</b>

### PURPOSE

To establish guidelines concerning the replacement and documentation of supplies and equipment used

### SCOPE

All department EMS personnel

### CONTENT

#### Ambulance & Zone Car Supply Check-list

- Provides a list of minimums only, meeting the Office of EMS requirements for stocking.
- Adequate numbers of supplies shall be maintained per each individual station policy.
- Appropriate vehicle form shall be completed at the beginning of each shift by EMS staff.
- The second and third run unit(s) shall be checked per the requirement of the “Daily Station Duties” SOG.
- Corrective actions shall be documented for any deficiencies noted on the check-list.
- Major deficiencies shall be documented on an Incident Report Form or EMScharts Special Report and forwarded to the EMS Captain, ASAP.

#### Restocking of Supplies Used

- Prior to departure from the receiving hospital all supplies used for patient care, shall be replaced.
- Any supplies not able to be replaced at the receiving hospital shall be replaced immediately upon arrival back at the station.
- Any equipment left at the hospital shall be documented at the station and replaced with available equipment.
- It is the responsibility of the Attendant-in-Charge (AIC) to report to the Station Liaison or Rescue Captain, any supplies or equipment not able to be replaced. This shall be documented on an Incident Report Form or EMScharts Special Report and forwarded to the EMS Captain, ASAP.

#### Emergency Department Supply Replacement Form

- Provides a list of all items for replacement at Riverside Shore Memorial Hospital.
- Shall be utilized on all transports for supply replacement.
- Shall remain with the RSMH employee replacing the supplies.
- **IMPORTANT:** Any time supplies, not able to be billed to a specific patient, are replaced from Riverside Shore Memorial Hospital EMS, a check sheet is to be completed and forwarded to the EMS Captain, ASAP. Please make notation on the check sheet why these supplies were replaced in this manner.