



# NORTHAMPTON COUNTY

## Department of EMERGENCY MEDICAL SERVICES



### STANDARD OPERATING GUIDELINES

<b>TOPIC: SOG FORMAT &amp; REVIEW</b>	<b>SOG #: 2.1</b>
Status: <b>ACTIVE</b>	Written: 01/22/2001
Written by: Hollye B. Carpenter	Revised: 01/01/2013
Approved by: Hollye B Carpenter	Adopted: 01/01/2013

#### PURPOSE

To provide procedures, guidelines and policies specifying minimum requirements for emergency and non-emergency operations conducted by this department

Additionally the intent is to provide shared decision-making and implementation of safe and effective work practices for all personnel.

#### SCOPE

The scope is to define the minimum requirements of the standard operating guidelines or departmental procedure for emergency and non-emergency operations. The scope statement establishes the minimum requirements as defined by the Northampton County Department of Emergency Medical Services for each standard operating guideline or procedure based upon recognized laws, codes and standards.

The Northampton County Department of Emergency Medical Service’s Standard Operating Guidelines are based upon the requirements of the Code of Northampton County, Northampton County Personnel Policies and Procedures Manual, and other applicable state and federal laws, codes and standards.

#### APPROVAL

The Standard Operating Guideline will be in effect immediately upon distribution and will be in draft form for 90 days. Proposed changes, suggestions, corrections or recommendations to Standard Operating Guideline shall be forwarded to the EMS Director for consideration.

After 45 days, the Standard Operating Guideline will be sent to the County Administrator for review. It will be at the discretion of the County Administrator to forward to the County Attorney for approval as to legal sufficiency. Following approval, the final draft will become “active” at the end of 90 days.

#### DEPARTMENT INPUT

Any employee may, at any time, propose changes to a standard operating guideline. The proposal should identify the SOG and section(s) affected along with a description of the proposed change/addition and justification of the proposal.