



# NORTHAMPTON COUNTY

## Department of EMERGENCY MEDICAL SERVICES



### STANDARD OPERATING GUIDELINES

<b>TOPIC: Shift Responsibilities</b>	<b>SOG #: 2.7</b>
<b>Status: ACTIVE</b>	<b>Written: 06/01/2001</b>
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<b>Approved by: Hollye B. Carpenter</b>	<b>Adopted: 01/01/2013</b>

### PURPOSE

To establish a list of responsibilities for each shift

### SCOPE

All department EMS providers

### CONTENT

The following will be done by all EMS providers:

1. Stand ready to respond;
2. Ensure security of station, units and all equipment;
3. Clean-up whatever we mess up;
4. Return any items we use to their respectful home;
5. Report any deficit in supplies to the appropriate station representative;
6. Report any equipment malfunction or damage, utilizing the NCEMS incident process.

The following is a prioritized list of duties of all EMS providers:

1. Ambulance Calls, including completion of all required paperwork relating to the call;
2. Review of EMS Charts for flagged or incomplete charts and review of email for NCEMS business;
3. Station Duties (*list specific to each station, shall be completed at beginning of shift*);
4. Ambulance/Vehicle supply and readiness check (*highest priority*);
5. Duties relating to an ambulance/vehicle;
6. Duties relating to the facility;
7. NCEMS training sessions and staff meetings;
8. NCEMS administrative and operational duties;
9. Unscheduled personal or job related educational enhancement;
10. Other duties above and beyond (*greatly appreciated*).