

## SJIEMS Emergency Medical Technician Task book



### INTRODUCTION:

Welcome to San Juan Island EMS! In order to make you a volunteer EMT for SJIEMS we are putting you through our provisional EMT program. This program will orient you to our department operations and patient care guidelines. Our goal is to provide the best possible care to the residents in which we serve. This begins with the provisionary EMT program and you.

The program is broken into 7 sections, each with specific criteria to accomplish and check off. The 7 sections consist of:

1. Organizational policies and procedures, office and facilities orientation
2. Ambulance operations and rig checks
3. Crew Scheduling & Documentation of run reports
4. Radio communications and operations
5. Driving and mapping
6. Equipment and skill competencies
7. Training and course check off lists

The sections are outlined on the following pages with the specific items needed to be checked off within each section.

Section 1 Organizational Policies and Procedures: (Chief)

Orientation to location of manuals, procedures and SOG's

Office orientation: (Cady)

Office and Information access:

- Phone and Fax Machine
- 9<sup>th</sup> Brain Login and Password
- Triptix Login and Passwords for laptop and online
- E-Mail Login and Passwords
- Sending individual and group e-mails
- EMS Contacts
- HIPPA
- Red-Flags
- ICS courses

Facilities: (Ben)

Door Codes:

- Building orientation
- Supplies Room

Oxygen Closet:

- Oxygen Bottle fill and cascade system operations
- Ambulance "M" tank fill operations

Supplies Room: (Kaitlyn)

- General layout and location of equipment
- Use of LP battery charging system
- Garbage vs BIOHAZARD
- Sharps containers and what is considered sharps
- How to notify about low supplies, white board
- Special Orders

Cleaning/disinfection of equipment and supplies (Staff)

- Location of cleaning equipment
- Cleaning and Disinfection

Taking equipment out of service (Ben)

- Proper notification
- Filing Blue Sheet for broken/inoperable equipment

Outside agency orientation: (staff/on call medic)

- Inter Island Medical center (Emily Hallock)
  - Observation 1 and 2, and room locations
  - Surgery/supply
    - Location of warm blankets
  - X-Ray:
    - Table operation and general safety around X-ray

Islands Convalescent Center (Life Care Center)

- Door Codes: entry and exit buttons (daytime and after hours)
- Nurses stations
- Rooms

San Juan Health Care Associates:

- Ambulance access/parking
- Back door
- Room orientation, MD offices

Village at the Harbor

- Resident Rooms

San Juan County Building

- Jail
- Dispatch

Public works

- Trailer locations for supplies/MCI trailer

I have been oriented to the location, operation and troubleshooting of the above items:

Student initials: \_\_\_\_\_

Date: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Section 2 Ambulance Ops & Rig Checks

(Staff and/or EVAC instructor)

Ambulance Operation:

- Battery Switches and Start-up
- MOD-Disconnect
- Scene Lighting
- Fuel Card and fueling operations

Safety On Scenes:

(Staff and or EVAC instructor)

- PPE locations: HELMET/VEST/JUMPSUITS
- Road Safety/Traffic Control Protocols
- Scene safety and Staging

Rig Check and Equipment:

(Staff)

- Airway Kit
- Med box
- Lifepack 12
- Trauma Kit
- PEDS/OB Kit
- Flight Kits

Equipment operations:

(Staff)

- Onboard and kit O2 systems
- Onboard suction and portable suction systems
- Diagnostic tools:
  - Lifepack 12 orientation and troubleshooting
    - Spo2
    - EtCO2
    - EKG and 12-lead
    - NIBP
    - Defib Pads (AED mode/connect)
  - Glucometer
  - Lactate meters
  - Thermometers
  - Doppler
  - PBT
  - Carbon Monoxide

ALS Equipment setup:

- IV Dripsets/bags/infusers
- Cold Saline setup
- Blue Roll/Saline Lock setups

Intubation prep:

- BVM (PEEP)
- Colormetric
- ETCO2
- Tube Holders
- ETT Prep

Difficult airway setups:

- Combitube
- Bougie/introducer
- Cricothyrotomy setup
- Glidescope setup

CPAP:  ambulance and portable connect

- Mask fit/coaching

VENT:  circuit and BVM use

IO GUN:  setup and prep

- Humidified O2 systems

BLS Equipment setup:

(Staff)

- Splints: Traction
- SAM Sling/blanket wrap
- KED/PEDS board
- Long Back board (crash bag)
- Clam/Scoop stretcher
- Stair Chair/Megamover

SPRINT/MEDIC Rig Orientation: (Staff-Medic)

Operation of:

- Vehicle –start up/lights/parking brake
- Lights
- Siren
- Radios

Equipment:

- Narcotics/meds kit
- Backboard/crash bag
- LP12
- Airway
- Suction
- Med Box
- PEDS
- Blankets
- Flares
- Cones
- Fire Extinguisher
- PPE

I have been oriented to the location, operation and troubleshooting of the above items:

Student initials: \_\_\_\_\_

Date: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Section 3 Scheduling/Documentation

(Staff/Cady)

- Night-Rider Signups
- PINK Sheets
- Yellow Sheets
- Incident/Accident Reporting

I have been oriented to the location, operation and troubleshooting of the above items:

Student initials: \_\_\_\_\_

Date: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Section 4 Radio Communications/Ops

(Staff)

- General Radio Protocols
  - Enroute/On-Scene/Clear/Back In Service
  - Requesting Airlift
- Responding Codes:  
RED/YELLOW/GREEN
- Communication with other agencies:  
FIRE  
AIRLIFT  
SHERIFF  
USCG/NAVY/MARINE

I have been oriented to the location, operation and troubleshooting of the above items:

Student initials: \_\_\_\_\_

Date: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Section 5 Driving & Mapping

(Staff)

Map Use and routing test:

- General county map orientation
- Mileage and number system outside of town
  
- Station to scene
- Station to Medical Centers on island
  
- Scene to Medical Centers
- Scene to Helipads/Airports
  
- Off island routing to hospitals
- Payment card for Washington State Ferries

I have been oriented to the location, operation and troubleshooting of the above items:

Student initials: \_\_\_\_\_

Date: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Section 6 Equip & Skill Competencies

(Staff/Weyshawn)

All individual equipment from Section 2 checked off

Skill Competencies:

Testing Sheets completed:

- Medical
- Trauma
- Splinting
- Wound Care/Shock
- Backboard
- KED
- O2 administration
- CPR
- EPI-PEN/Anaphylaxis
- Medication Admin

I have been oriented to the location, operation and troubleshooting of the above items:

Student initials: \_\_\_\_\_

Date: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Section 7 Required Courses and Certifications

(Weyshawn)

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> BLS Provider                  | Expiration Date _____ |
| <input type="checkbox"/> EMT-B                         | Expiration Date _____ |
| <input type="checkbox"/> IV-Therapy                    | Expiration Date _____ |
| <input type="checkbox"/> Island Air Ambulance Training | Expiration Date _____ |
| <input type="checkbox"/> Wilderness EMT                | Expiration Date _____ |
| <input type="checkbox"/> Marine Rescue Awareness       | Expiration Date _____ |

I have been oriented to the location, operation and troubleshooting of the above items:

Student initials: \_\_\_\_\_

Date: \_\_\_\_\_

Staff initials: \_\_\_\_\_