



STANDARD OPERATING GUIDELINE
SAN JUAN ISLAND EMERGENCY MEDICAL SERVICES
SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT NO.1

Fixed Asset Management

SOG #
101-10

Approved: Chief Jim Cole

ISSUED
9/20/05

REVISED
5/21/10

Purpose: To establish a guideline for the accounting and care of durable medical equipment.

Guideline: Vehicles and durable medical equipment shall be considered movable between vehicles and storage locations as patient conditions and safe and effective operations warrant. There shall be a minimum of all necessary equipment in each vehicle as to carry out the pre-established medical care protocols.

Training and building equipment are considered stationary items for use within the facility of designation. If these items are to be removed from the premises, an "Equipment Issue Report" is to be completed and left in the envelope provided in the ambulance bay. Upon return of the item, the Chief or his designee will inspect the item and return it to its proper storage location.

When any piece of equipment is found to be misplaced, defective, in need of repair, damaged, or sent with a patient to the mainland, an "Equipment Issue Report" is to be completed and placed in the mailbox of the Facilities Manager. The Facilities Manager or his designee will review these with and make necessary repairs/replacement or accounting. The on-call paramedic will attempt to immediately fix or replace the equipment when possible.

If a "vital" piece of durable equipment malfunctions or is destroyed or misplaced, the Chief is also to be contact immediately by phone or pager.

If a piece of equipment such as a backboard or spider strap is sent off-island with a patient aboard a medical helicopter, an "Equipment Issue Report" is to be completed and placed in the proper envelope in the ambulance bay. Upon return of the item, the slip will be pulled; a notation that the item(s) was/were returned made upon it and placed in the Facilities Manager's box.