

SIERRA-SACRAMENTO VALLEY EMS AGENCY ALS PROGRAM POLICY

REFERENCE NO. 705

SUBJECT: ALS UNIT INSPECTION POLICY

PURPOSE

To conduct annual and periodic unannounced inspections that ensure provider agencies remain in compliance with S-SV policy regarding equipment carried on ALS ambulances and ALS units.

AUTHORITY

California Health and Safety Code, Division 2.5, Sections 1797.204, 1797.220
California Code of Regulations, Title 22, Division 9
California Vehicle Code, Section 2418.5
Emergency Medical Services Authority Guidelines and Recommendations, Highway Patrol Ambulance Driver's Handbook 82.4, Title 13

POLICY

The Sierra-Sacramento Valley EMS Agency Regional Executive Director or his authorized agent may conduct annual and periodic unannounced ambulance and ALS unit inspections on all ALS provider agencies within the S-SV region. The inspection shall occur once a year as scheduled or any time without prior notice.

PROCEDURE

A. Annual Inspections

1. The authorized S-SV Agency representative shall contact the provider agency to schedule the annual inspections.
2. The provider agency shall coordinate the rotation of the units to be inspected to prevent removing all available units from service at one time.
3. The annual inspection will consist of a complete examination of S-SV Agency required equipment and supplies per S-SV policy "ALS Inventory," Reference No. 701.

Effective Date: 02/02/07

Date last Reviewed / Revised: 11/06

Next Review Date: 11/09

Page 1 of 3

Approved:

William J. Koenig, MD
S-SV EMS Medical Director

Leonard R. Inch
S-SV EMS Regional Executive Director

SUBJECT: ALS UNIT INSPECTION POLICY

4. The inspection shall include random visual inspection of expiration dates on drugs and supplies.
5. The inspection shall also include operation of all ALS equipment, supplies and gurney.
6. A radio test of the med net radio shall also be conducted.
7. The S-SV authorized representative shall also examine the unit's controlled substances and written records of controlled drug inventory and administration for compliance with S-SV policy "Management of Controlled Substances," Reference No. 710.

B. Unannounced Inspections

1. When conducting an unannounced inspection, the agency representative shall notify the highest-ranking officer on the unit to be inspected of the intent to conduct an inspection.
2. The unit shall not be removed from service; however, their dispatch shall be notified of the inspection.
3. In the event an emergency call comes in and it is necessary for the unit to respond, the inspection will be discontinued.
4. When conducting the inspection the agency representative will randomly inspect the unit's equipment and medications to ensure proper expiration dates, airway supplies and equipment, and any other S-SV approved supplies and equipment as determined to be necessary.

C. General Information

1. The agency representative will complete an inspection form for every unit inspected. If the inspection is an unannounced inspection, the agency representative will note unannounced inspection in the box at the top right of the form.
2. In the event the S-SV Agency representative determines the unit being inspected has a deficiency with equipment or supplies; the representative may advise the supervisor of the unit that there is a deficiency and give the supervisor the opportunity to correct the deficiency immediately. If the supervisor cannot correct the deficiency and the agency representative feels

SUBJECT: ALS UNIT INSPECTION POLICY

the deficiency may compromise patient care, the unit may be removed from service until corrections are made.

3. After an inspection has been completed, the agency representative will deliver the inspection report to the S-SV EMS Agency office and shall also write a letter to the company representative advising of the inspection and its outcome.

CROSS REFERENCES

Prehospital Care Policy Manual

Reference No. 701

Subject: ALS Inventory

Reference No. 710

Subject: Management of controlled substances