

Iowa County, Iowa
Policy Manual

Title: First Responder Teams	Reference #: AMB 1023
Section: Departmental	Date Effective/Revised: 3.15.24
Department (s): Ambulance	Approved By: Board of Supervisors

Policy

DISPATCHING

- First responder teams:
 - Are located in Amana, Ladora, Victor, Millersburg, North English, Williamsburg, and Kinze Manufacturing.
 - All are dispatched by pager. (Except Kinze MFG & Amana Refrigeration Products).
 - Should be dispatched on all NON-routine calls in their area.
 - Do not respond to nursing homes unless the caller requests.
 - Should not be dispatched without having an ambulance paged also. Upon arrival of the first responders they may cancel the ambulance.
 - May be called into any area in the county to assist in a disaster or other situation where they are needed.

Williamsburg First Responders are dispatched only if the Williamsburg Unit is out on another call, are requested by the ambulance, or for all Motor Vehicle Crashes.

ORGANIZATION

Each first responder team operates as an individual service or group.

RESPONSIBILITIES

Iowa County Ambulance Service

1. Provide patient transport twenty-four hours a day, seven days a week. In the event that Iowa County Ambulance Service does not have a unit available, the next closest ambulance will be requested
2. Offer guidance and leadership. First Responder teams will operate under the basic guidelines of Iowa County Ambulance Service policy and procedure and standing order protocol.
3. Assist with initial, continuing education, and quarterly training.
4. Assist with replacing disposable supplies.
5. Assist with state certification requirements.
6. Act as a backup and mutual aid service for First Responder teams.
7. Provide Quality Assurance in Audits, Critiques, Questionnaires, and skills review.
8. Provide annual on-site inspection to review procedures, equipment, and vehicle.

First Responder Teams

1. Notify the EMS Director of any personnel changes.
2. Provide the EMS Director with current copies members CPR cards.
3. Provide the EMS Director with copies of quarterly AED and Airway training roster.
4. Provide the EMS Director with copies of monthly equipment and vehicle checks at least quarterly.

FIRST RESPONDER (NON-TRANSPORT) ELECTRONIC PATIENT CARE REPORTS (ePCR)

- All non-transport EMS services in Iowa County are required to complete an electronic patient care report (ePCR).
- For efficiency of operations non-transport teams will be allowed to use the same ePCR software as the ambulance for emergency medical calls. Any team providing occupational health will have to provide their own software for recording occupational health illness/injuries.

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- The ambulance service will only provide access to the ePCR software which requires internet access. If a non-transport service wishes to use the mobile version of the ambulance PCR software, they will be responsible for the cost of the mobile software.
- Non-transport services/personnel should complete either a written PCR or ePCR within 48 hours of the call.
- All written PCR's should be entered into an ePCR by the 5th day of the month following the date of service so monthly statistics can be completed and data transmitted to IDPH.
- Once all the information from a written PCR is entered into a ePCR, the written PCR may be
 - Scanned and attached to the ePCR (optional)
 - Shredded
 - Stored in a secure file cabinet or other secure location.
- Services not meeting the above standards may be subject to disciplinary action from the Iowa County EMS System.

COMPENSATION FOR TRANSPORT ASSISTANCE

If a volunteer First Responder member is requested by the Ambulance Crew to either drive or assist in patient care during transport to a hospital, they will be compensated \$25.00 per occurrence.

A volunteer only doing a ride along for training experience will not be compensated.

This compensation does not apply to Ambulance Department employees who may also be First Responder volunteers. The Ambulance employee would "clock in" to the regular payroll procedures if requested to assist on a transport during their normal off duty time.

The EMS Director will be responsible for tracking this assistance and will submit payment requests on behalf of the volunteer(s) annually to the Auditor.