**PURPOSE:**

This Policy defines the Hospital’s accepted procedures and protocols to ensure that the Hospital is able to provide continuous emergency medical services.

**OVERVIEW:**

The Board of Directors recognizes that one of the essential attributes of <<*Name of your hospital*>> is its ability to render emergency medical care to persons who might require such. Indeed, the various laws, and regulations which govern the establishment and operation of Critical Access Hospitals require that emergency medical services be made available.

The Administrative Policy entitled Emergency Medical Services: Access to Care broadly describes the provision of emergency medical services at <<*Name of your hospital*>>.

In accordance with good medical practice, and in keeping with various regulatory standards and requirements, this policy further specifies certain attributes of the Hospital’s ability to provide emergency medical care.

**PROCEDURES:**

**Supply of Emergency Medical Supplies, Equipment, Medications, Etc.**

The Administrator, or her/his designee shall see that the Hospital is continuously able to provide emergency medical care, by having an inventory of supplies and equipment that is appropriate for such care.

The Administrator, or his/her designee shall see that such an inventory of supplies and equipment is arranged and stored in an orderly manner, periodically and regularly inspected and tested, as appropriate, and periodically and regularly reviewed for completeness. Discrepancies or irregularities in the inventory shall be corrected immediately.

**Supplies and Equipment Used in Emergency Medical Care**

An inventory of supplies and equipment shall be kept continuously available for the provision of emergency medical care. That inventory shall include, at a minimum:

|  |  |  |
| --- | --- | --- |
| Supply/equipment | Size available | Number stocked |
| Airways and endotracheal tubes |  |  |
| Ambu bag / valve / masks |  |  |
| Oxygen |  |  |
| Tourniquets |  |  |
| Immobilization devices |  |  |
| Nasogastric tubes |  |  |
| Splints |  |  |
| Intravenous therapy supplies |  |  |
| Suction Machine |  |  |
| Defibrillator |  |  |
| Cardiac Monitor |  |  |
| Chest Tubes |  |  |
| Indwelling Urinary Catheters |  |  |

The Director of Nursing, in collaboration with the Medical Staff, shall determine other supplies and equipment which shall be kept for emergency medical care.

The Director of Nursing shall see that the stock of emergency supplies and equipment is kept in an orderly fashion, and in a place and manner as to be immediately available in an emergency situation.

The Director of Nursing shall see that the stock of emergency supplies and equipment is inventoried no less often than daily to determine the following: \*\**Make sure that this is done and documented*\*\*

1. The completeness of the inventory. Discrepancies (missing supplies and/or equipment) are to be corrected immediately. Additionally, such discrepancies are to be reported immediately to the Director of Nurses.
2. The currentness of the inventory. Some emergency supplies have expiration dates. The inventory should determine that all supplies are within current expiration dates. Out-of-date supplies are to be removed from the emergency stock and replaced with in-date supplies immediately. Out-of-date supplies should be returned to the Purchasing Department for proper disposition.

The Director of Nursing shall see that the stock of emergency equipment is compliant with applicable testing standards. All electrical equipment is subject to certain electrical testing, which is coordinated by the Maintenance Department. Other emergency equipment is subject to various functional testing requirements. The Director of Nursing shall see that at a minimum:

1. Any piece of equipment failing to demonstrate compliance with routine electrical safety testing shall be removed from service and immediately replaced with an equivalent piece of equipment which does demonstrate testing compliance. The Director of Nursing shall report such a piece of equipment to the Director of Maintenance.
2. Any piece of equipment failing to operate correctly during a functional test shall be removed from service and immediately replaced with an equivalent piece of equipment which does demonstrate correct operation. The Director of Nursing shall report such equipment to the Director of Maintenance, who shall take such steps as are necessary to effect the timely repair or replacement of the equipment failing to pass the functional test.
3. Any piece of equipment appearing to be excessively worn, fragile, or apt to failure, either electrical or mechanical, shall be removed from service and immediately replaced with an equivalent piece of equipment which appears to be able to serve in its proper capacity. The Director of Nursing shall report such a piece of equipment to the Director of Maintenance.

**Definition of Maintenance and Testing Protocols**

Maintenance and testing protocols, both electrical and operational, are generally specified by the equipment manufacturer. The Director of Maintenance <<*or whoever really does this in your Hospital*>> shall be responsible for maintaining an appropriate library of maintenance and testing requirements. The Director of Maintenance in collaboration with the Director of Nursing, and in conjunction with personnel from any appropriate ancillary departments, shall ensure that testing is within manufacturers’ recommended guidelines \*\**Edit this if it doesn’t work for you*\*\*

Specific testing protocols may be codified in various departmental policy and procedure manuals.

**Documentation of Maintenance and Testing**

It is recognized that actual testing may be done by various Hospital staff members. The Director of Nursing shall see that appropriate permanent logs are kept, indicating the date and time of each test, whether or not the equipment passed the test, if the equipment did not pass the test what action was taken to replace the equipment, and the signature of the staff person responsible for performing the test.

The Director of Maintenance shall see that appropriate logs are kept, indicating the date and time of each episode of maintenance, the nature and extent of the maintenance performed, and the signature of the staff person responsible for performing the maintenance.

It is recognized that certain maintenance and testing may be performed by outside contractors or services. The obtaining of these services from outside sources does not relieve the Director of Maintenance or the Director of Nursing from their obligations to keep appropriate logs and records under this policy.

**Cleanliness of Equipment**

The Director of Nursing, in collaboration with the Director of Housekeeping, shall ensure the cleanliness of the equipment kept for emergency purposes.

The Director of Housekeeping shall be directly responsible for the overall cleanliness of the surfaces of large pieces of equipment, such as stretchers, suction machines, defibrillators, oxygen tanks, etc., as well as the overall cleanliness of the emergency room(s).

The Director of Nurses <<*or whoever actually does this in your Hospital, as appropriate*>> shall be directly responsible for the overall cleanliness of certain supplies and equipment, such as ambu bags. It is recognized that many of the supplies used in the provision of emergency care are disposable, and are not cleaned or reused.

The standards for cleanliness of rooms and equipment shall be codified in the policies and procedures of the Housekeeping Department. \*\**Make sure this is the case*\*\*

The standards for cleanliness of certain supplies and equipment, and the standards for disposing of certain single-use supplies shall be codified in the policies and procedures of the Nursing Department. \*\**Make sure this is the case*\*\*