

Appendix F

Policy for Ambulance Restocking by Hospitals

SCOPE: This policy pertains to all participating, licensed EMS agencies and all licensed BLS and ALS vehicles operated by those agencies, and all participating hospitals within the Tidewater EMS Region. This policy is referenced by the Ambulance Restocking Agreement - Hospital and the Ambulance Restocking Agreement - EMS Agency.

PURPOSE: To provide a means of maintaining essential emergency medical supplies on regional EMS ambulances through a one-for-one exchange system with area hospital emergency departments and hospital pharmacies.

POLICY ELEMENTS:

1. All EMS agencies and hospitals shall comply with all Federal, State, and local laws regarding billing and collection procedures and maintain records for a minimum of five (5) years per rules and regulations of the Virginia Office of EMS. In addition only hospitals, not EMS agencies, will bill for any of the replenished items.
2. Hospitals will exchange, on a one-for-one basis, certain supplies and pharmaceuticals used by participating EMS agencies on patients transported to the hospital.
 - a. Supplies are designated on the "Tidewater Regional Ambulance Supply List". Hospitals will exchange designated supplies with all non-profit EMS agency ambulances on a one-for-one (one item used, one replacement item provided) basis.
 - b. Pharmaceuticals and related supplies are designated on the Tidewater "IV Box Inventory" and the Tidewater "Drug Box Inventory", consistent with the Tidewater "Regional Medical Protocols," current edition. Hospitals will exchange designated intravenous supplies and pharmaceuticals with all EMS agency ambulances on a box-for-box (used box exchanged for sealed, prepared box) basis. For-profit agencies are intentionally included in this exchange to promote and maintain standardized emergency patient care throughout the region consistent with Tidewater Regional Medical Protocols and to provide for patient safety and the appropriate control and inventory of pharmaceuticals and related supplies. Specific policies related to the IV and drug box exchange process, including inventory and documentation, are contained in the Tidewater "Regional Medical Protocols," current edition.
 - c. This exchange policy also applies where an agency might expend exchangeable supplies and/or pharmaceuticals on emergency calls not resulting in patient transport by that agency (e.g., helicopter transport after initial treatment by ground ambulance crew), In such cases, participating hospitals will exchange in the same manner as when a patient is delivered by the agency.
3. Ambulance personnel will utilize the Regional Emergency Department Supply Replacement Form or a substitute form provided by a hospital to document and facilitate the exchange of supplies (not including drugs and IV supplies). Ambulance personnel will utilize the Prehospital Patient Care Report (PPCR, or its equivalent) to document the exchange of drugs and IV supplies. Other locally required inventory control forms are

- also permitted.
4. Problem solving and evaluation of the exchange system by hospital E.D. managers, local agency EMS managers and Tidewater EMS staff will be conducted periodically. Non-compliance reports will be reviewed by EMS Council staff and reported, as appropriate, to the Virginia Office of EMS.
 5. Program revisions and updates by E.D. managers, agency EMS managers, Operational Medical Directors and Tidewater EMS committee structure will be implemented as indicated and as approved by participants. The Council will provide written notice of any such changes to all participating EMS agencies and participating hospitals

Review/no change EMS MOC/ED Nurse Managers, OMD Committee, September 2009

Tidewater Emergency Medical Services Council, Inc.

Tidewater Regional Ambulance Supply List

Airway

Adult and pediatric nasal cannulae
Adult and pediatric non-rebreather masks
Endotracheal tubes, various sizes
Endotracheal tube stylet
Disposable bag-valve-mask
Flexible suction catheters, various sizes
Suction tubing
Rigid suction catheter
Colometric End Tital CO₂ Detector

Cardiac Monitoring/pacing

EKG electrodes, adult and pediatric
Pacer pads

Immobilization

Cervical collars (Adjustable)

Irrigation

1000cc sterile saline

Linens

Sheets
Pillowcases
Blankets
Towels

Bandaging

Dressings, trauma, 4X4, other assorted
Roller bandage (Kling-type), assorted sizes
Triangular bandages
Tape, assorted sizes

EZ-IO Needles

V-9001 Adult Sterile Needle Set for Patients > 40 kg V-
9018 Pediatric Sterile Needle Set for Patients 3 to 39 kg

This list does not suggest specific brands or manufacturers. Selection of brands and manufacturers will be the prerogative of the hospitals.

Pharmaceuticals and related supplies are listed on the Tidewater *Drug Box Inventory* and *IV Box Inventory* lists, consisting of the Tidewater *Regional Medical Protocols*, current edition.



Tidewater Emergency Medical Services Council, Inc.



Patient Not Transported

Regional Emergency Department Supply Replacement Form

EMS Agency: _____ Unit #: _____ PPCR #: _____

Patient Name: _____ Bed #: _____ Date: _____

Please fill in information requested below and return to hospital personnel. Place an X in the box next to the item you take. If you take more than one, please insert the number

Failure to properly use this form may result in your not being able to re-stock supplies. Hospital staff may cross reference your patient care report if they have a question about supplies. Not all items listed on this form will be available at all facilities.

Airway:

- ☐ Nasal Cannula Adult Ped
- ☐ Non Rebreather Adult Ped
- ☐ ET Tube Size _____
- ☐ Stylette Adult Ped
- ☐ Bag Valve Mask Adult Ped
- ☐ French Suction Catheter Size _____
- ☐ Yankee Suction Catheter
- ☐ Suction Tubing
- ☐ Colormetric End Tidal CO² Detector
- ☐ Other

Pediatric Supplies:

- ☐ Pediatric Nasal Cannula
- ☐ Pediatric Non-Rebreather
- ☐ Pediatric Bag Valve Mask
- ☐ Other

Other – EZ-IO:

- ☐ EZ-IO Adult Needle for Patients >40kg
- ☐ EZ-IO Ped Needle for Pts 3 to 39 kg

Other – Describe:

Monitoring:

- ☐ EKG Electrodes Adult Ped
- ☐ Pacer Pads
- ☐ Other _____

First Aid Supplies:

- ☐ Triangular Bandages
- ☐ 1000 cc NaCl (Irrigation)
- ☐ Tape Size _____
- ☐ Sterile 4x4's
- ☐ Non- Sterile 4x4's
- ☐ Roller Bandages (Kling) Size _____
- ☐ Cervical Collar Size _____
- ☐ Basin
- ☐ Other

Linen:

- ☐ Sheet
- ☐ Pillow Case
- ☐ Blanket
- ☐ Towel
- ☐ Other

EMS Provider Name: _____

PLEASE PRINT AND SIGN

EMS Provider Name: _____

PLEASE PRINT AND SIGN

Hospital Staff: _____

PLEASE PRINT AND SIGN

Report restocking incidents to TEMS at tidewater@vaems.org or (757) 963-0632