

APPROVAL:

BASE HOSPITAL MEDICAL DIRECTOR

DATE

5/6

RESPONSIBLE ADMINISTRATOR

DATE

5/6/08

Policy Number: EMS.14Effective Date: 10/2007Review Date: 12/2007Revision Date: 1/2008

See Also Policy Number: _____

SUBJECT: PROPERTY/EQUIPMENT EXCHANGE SYSTEM**POLICY:**

The exchange of equipment and/or supplies with the EMS Agencies transporting or transferring patients to or from University Physicians Healthcare Hospital at Kino Campus will be completed according to the below noted procedure.

PURPOSE:

To develop a consistent procedure by which equipment/supplies used by EMS personnel can be exchanged with UPHK to meet guidelines specified by the Medical Direction Plan.

APPLICABLE TO:

All ED staff
Any EMS Agency

IMPLEMENTATION PLAN:

The hospital is committed to the appropriate in-service education of all those affected by a new policy so that implementation will occur in a consistent and informed manner. The administrator (or designee) in charge of the relevant department will be responsible for the in-service education of those employees affected by the policy. There will be an employee sign-in sheet or other similar documentation to establish the employees who have received education on the policy. The appropriate administrator (or designee) will maintain such documentation.

PROCEDURE:

- 1.0 The exchange of equipment and/or supplies with the EMS Agency transporting or transferring patients to or from UPHK are to be completed according to the following:
 - 1.1 Direct Exchange Items used in patient care:
 - 1.1.1 Items that will be directly exchanged with the Agency's EMS personnel will include:

- 1.1.1.1 Specifically negotiated items that are accompanied by appropriate documentation, such as disposable intubation equipment, BVM's, IV equipment, etc. will be replaced. Items restocked by the Base Hospital will not be billed to the patient by the Agency.
 - 1.1.1.2 Linen will be directly exchanged with EMS personnel in equivalent quality and numbers.
- 2.0 Items left in the Emergency Department by the EMS personnel will be cleaned and kept in the storage area inside the ambulance entrance doors.
 - 2.1 The equipment should be checked for identification prior to EMS personnel removing these items from the storage area.
- 3.0 Biohazardous Waste Management:
 - 3.1 Appropriate handling and disposal of biohazardous waste will be expected of all personnel. Red bag biohazard waste containers along with regular trash waste containers will be available in the Emergency Department for such disposals.