

Alpena EMS Transfer Unit Meeting Minutes

8/17/21

Scheduled

Nick Harrison scheduled a staff meeting for Alpena EMS Transfer Unit at 1500 on 8/17/21 at Nursing Administration Conference Room.

Attendees

The following persons were present:

Ashley Shumaker, Gary Wregglesworth, Aivree Hoffman, Matt Aube, Jeremy Jones, Lain Veihl, Lauren Kirby, Tom Tolen, John Rose

John Clayton, Nicholas Harrison, Hilary Coffman, Tanya Rouse

Start Time

1500

End Time

1559

Opening

- 1) Thank you for picking up over time

111 runs in July alone!

Announcements

- 2) New wave of COVID+ patients
- 3) Station has 2 new pagers, 1 for ALS and BLS, use alongside telemediq when responding to codes
- 4) New Staff members! Tom Tolen starts Sept 5th, Dave Robbins start date is TBT, Stack will be receiving an offer for a casual position

Updates (Nick)

- 5) ABN form has been updated. Loading fee for ALS \$714 and BLS \$461 along with \$12 a mile. ABN must be with paperwork for Medicare patients.

- 6) Chore Sheet will be updated to accommodate state requirement of weekly glucose QC Calibration checks.
- 7) New building has pros and cons, still TBT on if and when we move in. Looking in other options to fix our current space issue.
- 8) Swing car may be put in place during the week during peak patient volume; 2pm-2am. Options are being discussed on how to make shifts available.
 - On call was suggested with a possible sign-up sheet, \$4 an hour on call, time and a half for response to call.

Updates (John)

- 9) Delay in new truck with stacked tank; backed up to around March
- 10) PILOT program will be implemented for a 2 week trial on the floor in Gladwin; links up with dispatch for paperwork and scheduling. If successful it may be looked into for further use.
- 11) The new trucks in midland (633,634,635) are system cars. Designed to help with transfer demand, if needed can help Alpena if the need arises.
- 12) As of now we are not taking WAR transfers, John is meeting with WAR Memorial staff in late August to hear what their needs are and how we can accommodate
- 13) The Midland car shift 9-7, Gladwin car 7-5, Beaverton 11-9 but is still TBT.

Updates (Tanya)

- 14) Trauma Code Activation: goal is 240 minutes or less. As of right now our times have been from 105 minutes up to 780 minutes. Test results and Scans along with bed placement and distance of destination all plays a role in that number. They are working on documenting everything in order to pinpoint areas causing the highest in delays. Our Transfer Unit division is not necessarily a part of it, but for us to be aware of it is beneficial.

Reminders

- 15) Rig Checks must be completed everyday on every truck. If a truck is OOS, fill out the OOS form in the check binder and notify management.

- 16) When checking mileage during rig check; see if the truck is due for oil change. When it's needed go to Pennzoil (we have an account with them) They need a change after 5000 miles.
- 17) Station phone in day room keeps getting unplugged. Please assure when on shift that it remains plugged in and is operating in order for our station to be contacted.
- 18) When filling out timecards, please make sure handwriting is legible. If you make errors just fill out a new sheet.
- 19) COVID 19
 - With COVID+ increase, follow masking policy
 - When decontaminating after COVID+ patient make sure to be thorough to ensure the safety of yourself, staff and future patients
 - Empty trash cans, wipe down surfaces, package up linen securely

Issues

- 20) RL was filed for a transfer delay, due to heavy call volume and dispatch was not able to be reached
 - If dispatch is unable to notify of transfer or phone line is tied up due to 911 calls, pages for a transfer request will be put through telemediq.
 - Ensure you notify dispatch before leaving with patient.
 - Midland is aware of this issue and have put on additional dispatch shift and hired 2 more dispatchers
- 21) If there is a significant delay in paperwork or multiple errors needing correction please put in an RL. This is not to get people into trouble but to bring attention to an issue that negatively affects patient care. You can access it on the computer, desktop icon RL: variance reporting.

Surprise

- 22) Congrats Ashley and Tairah for making the 5 year mark with Mid-Michigan!!