

## **R/C MERT E-BOARD AGENDA: 10/21/14**

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### **Operations:**

- Chili Ambulance – e-mail Greta if you are interested in volunteering with Chili!
- POD Shift Schedule – we need to have the entire schedule filled. Please do so:
  - <https://docs.google.com/spreadsheets/d/1t3ZG7plDz9pjvni9jKrFsfCroLiJG3u6sJO9wXbIjMk/edit?usp=sharing>
- MERT Office Door – someone put a piece of cardboard in the door so it wouldn't lock; **please do not do this ever again.**
- Incident Reports – if you file an IR, send Marie an e-mail immediately afterwards so she knows that something is in the operations box
  - Try to refer to the SOPs in your report, or at least explain why you think the incident needed to be reported
  - Always use appropriate, professional wording in your IRs
- People who want to join the MERT or Day Calls GroupMe: e-mail Marie!

### **Training:**

- CPR Class this Sunday at 8 pm. If your cert is expiring before March 2015, plan to attend this. If you are unable to, e-mail Emily Fitzgerald.
- EMT Class – NYS only pays for people who become EMTs directly after taking the EMT class. Forewarning: If you fail the class and choose not to retake the test afterwards, you will have to pay the \$700 for the course

### **Secretary:**

- CPR Certs – I will be e-mailing people who have certs expiring before March 2015. If you don't receive an e-mail from me by tomorrow you should be set

### **Public Relations:**

- Preceptors all assigned – Emily and Sarah met with all the NMOPers and have assigned them to preceptors
- Reminder: Talk by ER doctor on Wednesday at 15:30 in Goergen
- UHS' Sex and Chocolate Event – we're attempting to come up with an interactive game for this at the request of UHS

### **Equipment:**

- If you fill out an Equipment Malfunction Form please put it in the Ops box and e-mail Brian
- Reminder: The red standby bag does not have drugs in it!

### **Webmaster/Scheduler:**

- Fill your minimum shift requirement for November by the 1<sup>st</sup> of November!
- Please try to avoid taking two night shifts in a row, especially if they are weekends

### **QA/QI:**

- Avoid using only the PulseOx to take a pulse; palpate!