

## Individual Contract Induction MOPA Air Ambulance

### Introduction

Welcome to the MOPA shift preparation guide. Please take some time to read the contents of the document and familiarize yourself with the contents. The purpose of this document is to help promote and guide the employee orientation process by providing necessary information to welcome, direct and train staff members regarding MOPA operations.

The following sections provides some general information about the MOPA contract as well as your roles and responsibilities during the shift. Please read through the document carefully, report for duty on time and be well prepared. We hope that you find the following contents helpful.

### About MOPA

MOPA is a contract of ministry of presidential affairs that aim to provide inter-facility transport for patients from and to a health care facility after initial assessment and stabilization. The key stakeholders and relationships within MOPA contract are identified as:

- Ministry of presidential affairs
- Abu Dhabi Aviation – ADA
- National ambulance - NA
- Department of Health - DOH
- Ministry of Health - MOH

You will be part of a team consisting of one doctor, one EMT. You should familiarize yourself with all policies and procedures relevant to helicopter related operations and clinical practice within your licensed scope. Weekly flight schedule will be sent regularly through the email. Prior to each patient transport you will receive patient details, medical status and report to assess the types of needs and the level of care in order to prepare for safe and effective medical care during the transport.

As you are involved in Helicopter inter-facility transport, there are some basic and advanced transport skills and knowledge you should demonstrate:

#### **Basic transport skills and knowledge related to:**

\*Communication technology

\*Flight physiology

- \*Safety operations to include the aircraft, the patient, equipment and all care providers on board.
- \*Transport equipment.
- \*Documentation
- \*Transport logistics
- \*Transfer protocols
- \*Patient records
- \*Physician orders
- \*Patient packaging for safety and accessibility
- \*Evaluation of level of care needed by patient during transport.

**Advanced knowledge and skills** (within the scope of practice):

- \*IV insertion, monitoring and maintenance
- \*Pharmacology
- \*All forms of medication administration.
- \*Advanced airway management
- \*ECG monitoring, defibrillation, cardioversion, and transcutaneous pacing
- \*Ventilator Management
- \*Circulatory management and support

In addition to the basic and advanced skills, there are training courses and education you must complete before you become a member of MOPA team.

These include:

- Flight physics and Physiology
- CRM- Crew Resource Management
- Fire fighting
- Airbus 135 Safety Briefing
- Dangerous Goods

- HUET Training (only HEMS crew)
- Flight medical (only HEMS crew)

## **Shift Structure and Expectations**

### **1. Prior to shift:**

- 1.1. What to bring:
  - 1.1.1. Make sure to bring AUH airport pass and your flying suit.
  - 1.1.2. You will need gate access card to access ADA building, if you don't have access card arrange to obtain from previous team or contact your manager to request one.
  - 1.1.3. You can have your own laptops, iPads and tablets to be used only land side in crew resting area but not airside, as security will not allow these through the check point at gate 5.
  - 1.1.4. Bring your high visibility vest.
  - 1.1.5. Bring food, otherwise you can order or buy from the cafeteria, water cooler is available.
  - 1.1.6. There is a small kitchen at ADA building provided with coffee machine, fridge to store your meals and a microwave.

### **2. Arrival at ADA:**

- 2.1. Arrive at the parking area before the shift starts.
- 2.2. Staff parking is opposite Royal Jet terminal and ADA building, and next to terminal 2 –Abu Dhabi international airport.
- 2.3. On arrival security will assist you to access the parking.
- 2.4. Access ADA building via the staff entrance using your gate access card
- 2.5. Proceed to Crew Rest room on mezzanine floor via left/ stairs.
- 2.6. Walk time from parking area to the clinic is +/- 2 mins.

### **3. Start /during shift:**

- 3.1. Punch in using KRONOS
- 3.2. Sign for control drugs from outgoing doctor ( for Doctors )
- 3.3. Morning daily briefing with the pilot
- 3.4. Proceed to HEMS store located airside
- 3.5. Show AUH airport pass to police at gate 5 before proceeding airside.
- 3.6. HEMS store key located inside the safety box left to the door with code 999 to open
- 3.7. Check your equipment through OPIQ and test functionality
- 3.8. Ensure your equipment is fully charged and clean.
- 3.9. Check ALS, BLS and drug bags.
- 3.10. For doctors: check the ELS drug bags seal number and audit the medication every 2 weeks.

- 3.11. Familiarize yourself with SOPs and Patient criteria for air ambulance transport. All clinical assessment and procedures will be carried out in conjunction with the latest National Ambulance **CGP 134**. And MOPA Air Ambulance SOP.
- 3.12. Specific procedures that have been identified as Tier 3 by **CGP 134** are only for staff privileged and trained to that level or skill set as per ( High risk procedures Appendix 6 : **CGP 112**)
- 3.13. Patient Care Records and any other relevant documentation should be completed as per Procedure for Patient Care Record, Patient Documentation and reporting: **CGP 119**
- 3.14. Glucometer calibration to be performed during monthly deep clean, if battery is changed, if the device falls, if you change the test strips, or the reading does not match patients symptoms.
- 3.15. Order stocks as per schedule
- 3.16. View the diary and provide input for the daily entry
- 3.17. Check the Helicopter medical kit and equipment:
  - 3.15.1 Check that all fitted parts are tighten firmly
  - 3.15.2 Make sure that the stretcher is fixed on the locking device.
  - 3.15.3 Check that all the medical devices are properly locked and stored.
  - 3.15.4 Check the capacity of the oxygen cylinders for the intended mission and the connection points of the oxygen supply against leakage.
  - 3.15.5 Check externally for cleanness and for any damage

### MOPA Familiarization Sign-off Sheet

The purpose of the following sign-off sheet is to show evidence of competence and proficiency regarding certain procedures, rolls and responsibilities during a MOPA shift. Please go through the sections with the team leader (TL) and select either the 'FAMILIAR', 'NOT FAMILIAR' or 'NOT APPLICABLE' box. You and the TL must sign next to each item. It is the TL's responsibility to determine whether the candidate is proficient or not with regard to overall competence during a MOPA shift.

PROCEDURES, ROLLS AND RESPONSIBILITIES	FAMILIAR	NOT FAMILIAR	NOT APPLICABLE	SIGNED CANDIDATE	SIGNED TL
The candidate is familiar with MOPA daily tasks (OPIQ , equipment check, other)					
The candidate is familiar with the Helicopter medical kit.					
The candidate is familiar with the SOPs and patient criteria for air ambulance					
The candidate is familiar with the MOPA equipment and how to properly use ( Corpuls , Medumat , Perfusor and Infusomat)					
The candidate is familiar with how to place and secure the MOPA equipment and bags in the Helicopter.					
The candidate is aware of the procedure around patient transporting.					
The candidate completed the safety briefing EC 135 with the pilot.					
The candidate is familiar with the installation and removing of the Oxygen tanks.					
The candidate went through the Emergency Evacuation Plan.					

Comments:

---



---



---

Candidate: \_\_\_\_\_

Team Leader: \_\_\_\_\_

Date & Signature: \_\_\_\_\_

Date & Signature: \_\_\_\_\_

For the team leader to complete	Yes	No
Did the candidate prove to be proficient with the general procedures and show overall competency during the MOPA shift?		

## ANNEXURE A

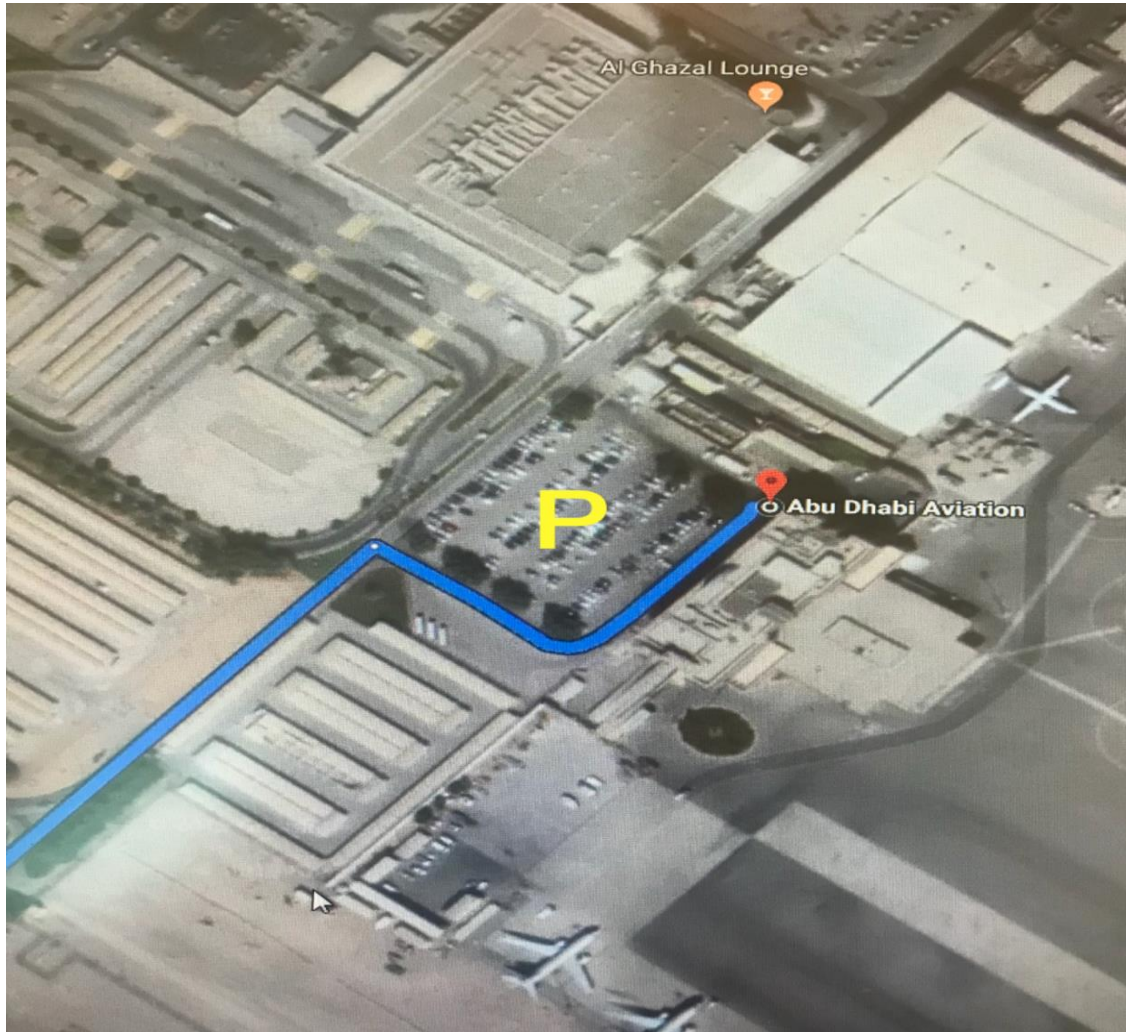
### Contacts

#### 1. National Ambulance:

1.1. National Ambulance duty manager	056 687 5609
1.2. Richard Roebuck	056 689 5973
1.3. ACC team leader	02 5968710
1.4. ACC activation	02 5968701
1.5. ACC updates	02 5968700
1.6. MOPA 1	0509929305
1.7. MOPA 2	0509930556

## ANNEXURE B

- The following map will guide you to the staff parking area located at ADA- Abu Dhabi Aviation.

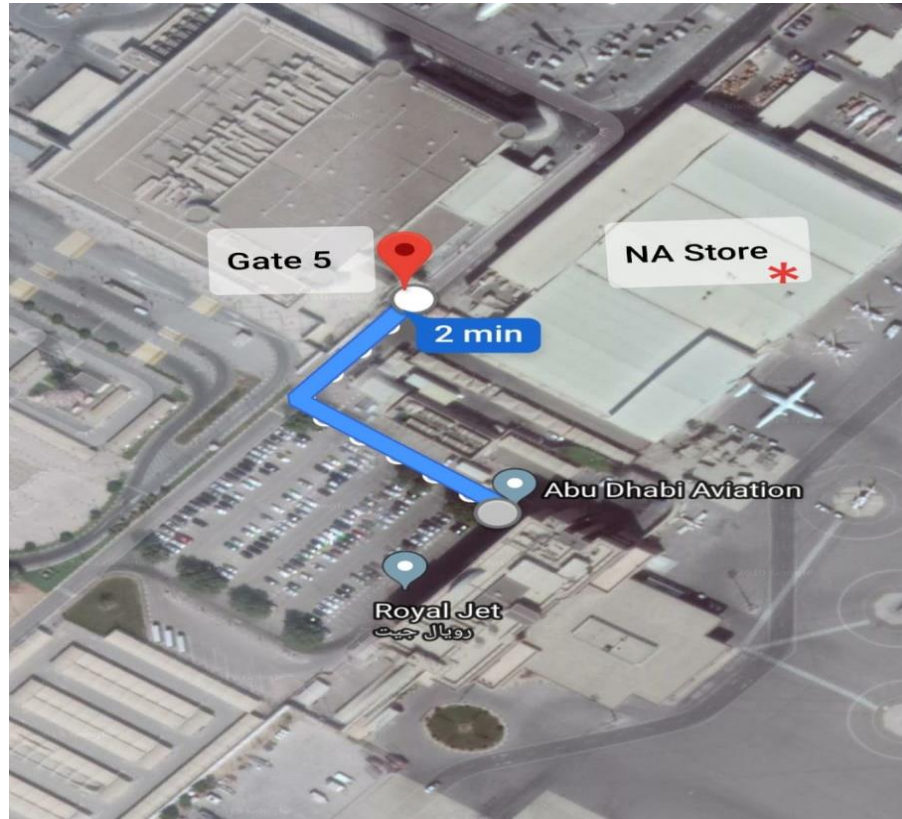


- Coming from the Int'l Airport Rd (E20), keep straight towards the airport.
- Stay in right lane as you approach the speed camera.
- After the speed camera, keep straight and right towards Terminal 2
- For the first, second and third roundabouts take the second exit.
- For the forth roundabout take left and keep straight
- Turn right towards Abu Dhabi aviation building and then take left, you will find the parking area on your left side.



## ANNEXURE C

- The following map will guide you to Gate 5 and HEMS store located at the airside.



- Exit the staff entrance at ADA and keep straight towards Terminal 2 then turn right.
- Proceed to Gate 5 and police check office. Empty your pockets as you walk through the scanner and Show the police your airport pass then exit the office at the airside.
- Turn left then enter the building located at the right side by using gate access card and keep straight till the end of the building then turn left.
- Walk down the corridor, and you will find the HEMS store on your right side.