
 <b>OSPITAL NG PARAÑAQUE</b> 		Document Code: <b>OSPAR-ADM-TRANS 005</b>
<b>ADMINISTRATIVE DIVISION APPROVAL MATRIX</b>		Issue Date:
<b>Policy Title:</b> <b>POLICY ON VEHICLE COMMUNICATION AND SECURITY</b>		Section / Department <b>TRANSPORTATION SECTION</b>
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**OBJECTIVES:** To coordinate emergency, medical care among ambulance (ELO) dispatch center and hospital emergency departments.

### Vehicle Communication

- 1.) Communication may be accomplished via on-board cellphone the unit may only be used for work-related business.
- 2.) Drivers may not use any mobile phone manually whilst driving. Drivers are encouraged to use the hands-free capability of the phone if using the unit whilst driving, however, as far as possible; the safest practice is to pull over to complete the mobile call.

### Vehicle & Ambulance Security

- 1.) It is the responsibility of each staff to ensure that the vehicle/ambulance is locked when transporting patients.
- 2.) Narcotic or Opioid and other prohibited or controlled medicines shall be stored in the locked narcotic drawer or safe.
- 3.) Other medicines needed at AMB 03 shall be readily available prior to dispatch to be ensured by the Nurse in Charge. It shall be stored at room temperature 20-22 Celsius (62-72 Fahrenheit) in a safe and locked container.

### Others

- 1.) No-smoking policy will be implemented inside in any of the vehicles in either the driver or patient compartments, or in the immediate vicinity thereof.
- 2.) Food & drink are not to be consumed in the patient compartment, with the exception of long-distance transports where patients may need oral sustenance and route. In such cases crews shall pay particular attention to cleaning of the patient compartment upon completion of the case.
- 3.) The AMB 03 shall contact the Emergency Local Unit to relay any problems that may occur or in case of vehicle breakdown. The ELO shall provide assistance by transferring the patient and its staff to another ETV and proceed with the transfer. The AMB 03 shall be taken care of by the team who will provide the troubleshooting and the next necessary actions.
- 4.) Staff continuing education shall be handled by the HEMS coordinator in coordination with the hospital Continuing Education committee chairman. He shall ensure that the licenses and training of the staff are renewed and done prior to expiration. They shall schedule the training and seminars that are appropriate to the development and growth of the ambulance staff.