

	<b>Lower Providence Emergency Medical Service Standard Operating Guidelines</b>	
	<b>Subject:</b> <i>Member Guidelines-</i> Member Duties and Responsibilities	<b>SOG #101-001</b>
	<b>Approved:</b> Chief Christopher J. Reynolds	<b>Initiated:</b> October 2020  <b>Revised:</b> N/A

**Purpose:** The purpose of this guideline is to establish a schedule of daily performance milestones comprised of member duties and task assignments for all personnel.

**Procedure:** The primary responsibility of LPEMS membership is to provide quality care and documentation of that care in accordance with their assigned position description (Appendix 101-001A – 101-001D) and the mission, vision, and values of this organization. When not responding to calls for service, it is the responsibility of every crew member to ensure that the following duties and task assignments are completed as noted:

### DAILY

- Ensure status has been entered with MCEDS.
  - Obtain face to face report from outgoing crew.
  - Ensure charged batteries in Portable Radios, Pagers, LUCAS, LP15, C-Mac and Suction Unit.
  - Complete and Submit (Electronically) Truck Check Form
  - Complete and sign off Drug Check Sheets (ALS Providers)
- Wash and Clean Unit
  - Restock unit as needed.
  - Ensure compliance with General Station Procedures (SOG 101-008)
  - Check bulletin board for any updates or scheduled events.
- Crew members may retire to bunkroom(s) as needed.
- Crew members shall ensure all ePCR's are completed and locked before leaving.
  - If ePCR will not be able to be locked before end of shift, submit (Electronically) Late PCR form.
  - Provide face to face report for on coming shift.

### Exemptions:

1. All crew members are to ensure compliance with this guideline before completing any personal errands, watching TV, or napping.
  - a. Obtaining a meal is permitted before completion of the station chores, provided that all items in the first box are completed.
2. Shifts experiencing heavy call volume may be exempt from some station maintenance and cleaning duties.