

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines- Vending Control Device Access</i>	SOG#101-030
	Approved: Chief Christopher J. Reynolds	Initiated: May 2021 Revised: N/A

Description: Lower Providence EMS uses a vending control device (Vend Link) for replacement and restocking of high-cost supplies and all medications stocked by LPEMS. Any of these supplies used on a call or found missing that are not restocked via the Hospital Pharmacy will be restocked using the Vend Link system, unless otherwise described in the LPEMS SOG's.

Purpose: The purpose of this SOG is to establish efficient and proper issue of Vend Link access to members of the organization, along with guidelines for its usage.

Procedure:

1. Qualifications for Issue
 - a. All compensated members will be issued access to the Vend Link during their Orientation process as outlined in SOG 101-006
 - i. Access classification is determined by certification level.
 - b. Volunteer members will be issued access once they complete the training process and are operationally classified as an Attendant.
 - c. The minimal (Default) classification for access to the Vend Link system is EMT-B (Attendant).
2. Classification
 - a. EMT-B Classification will allow members to restock BLS Level equipment and be the 2nd provider for distribution of controlled substances.
 - b. Paramedic Classification will allow members to restock any needed equipment and be the 2nd provider for another ALS provider for distribution of controlled substances.
3. Usage
 - a. Vend Link shall be used to restock any expired medication noted on a unit, utilizing the date as the incident number.
 - i. all numeric in format
 - ii. 05032021
 - b. Vend Link shall be used to restock supplies used after an emergency call that were unable to be restocked at the Emergency Room/Hospital Pharmacy.
 - i. All efforts should be made to restock at the hospital.
 - ii. Incident number must be entered for distribution of supplies used on a call.
4. Restock
 - a. Access to restock the Vend Link is limited to Administration and the Clinical Care Coordinator.
 - i. The Clinical Care Coordinator can authorize additional access to assist in the restocking process as needed.
 - b. Equipment in the machine shall be rotated to allow the items with the closest

expiration date to be dispensed first with the longest date rotated to the back.

c. Machine inventory shall be entered into the electronic management system and utilized for inventory control and product management.

