

## Emergency Medical Services Division Policies – Procedures – Protocols

### ***EMS Aircraft MICU Policies and Procedures (10004.00)***

#### **I. GENERAL PROVISIONS:**

- A. All Kern County EMS Aircraft Providers based in Kern County that provide rotor-wing or fixed-wing EMS aircraft shall comply with all EMS Aircraft MICU inventory requirements as specified in the *Provider Mandatory Inventory List* and these policies.
- B. A valid EMS Aircraft Mobile Intensive Care Unit (MICU) authorization certificate from the Kern County EMS Division (Division) shall be required to operate an EMS Aircraft in an ALS Rescue Aircraft or Air Ambulance capacity in Kern County.
- C. No EMS Aircraft service may operate an MICU or other unit providing prehospital advanced life support in Kern County unless having valid authorization from the Division.
- D. The following information shall be provided by the provider for MICU inspection:
  - 1. Airship make, model, year;
  - 2. Airship Identification number;
  - 3. Valid airship insurance documentation, name of carrier and policy number;
  - 6. Valid Air Carrier Certificate; and
  - 7. Airship call sign.
- E. All MICU inventory requirements shall be fully satisfied and all MICU equipment shall be verified to function properly through inspection before an MICU certificate to operate is issued by the Division.
- F. The EMS Aircraft Provider shall, within reasonable ability to resupply, ensure that all authorized MICU's to be operated maintain continuous compliance with MICU inventory requirements as specified in the *Provider Mandatory Inventory List* and these policies.

- G. The EMS Aircraft Provider shall ensure that an adequate security and documentation system is in place for all MICU narcotics by maintaining continuous compliance with all of the following minimum requirements:
1. All MICU narcotics shall only be in the possession of provider authorized EMT-Paramedic or flight nurse personnel or maintained in a locked cabinet or safe only accessible by EMT-P provider authorized EMT-P or flight nurse personnel.
  2. MICU narcotics shall never be left in an unattended area (responsible EMT-Paramedic and/or flight nurse not present), non-secure area or location.
  3. MICU narcotic set logs shall be maintained up to date and shall be signed with each change of responsible EMT-Paramedic personnel (both off-going and on-coming EMT-Paramedic staff).
  4. With each MICU narcotic administered to a patient, the EMT-P shall replace the MICU narcotic at the receiving Hospital Emergency Department. Both the responsible Registered Nurse and the EMT-Paramedic shall sign the Hospital controlled substance administration record for replacement of the MICU narcotic(s) and the MICU Unit number shall also be documented on the record.
  5. In the event of any MICU narcotic inventory loss or damage, the EMS Aircraft Provider shall immediately investigate the incident, document findings and immediately notify the Division. The Division will investigate the loss, report findings to the issuing pharmacy for necessary referral to the Drug Enforcement Administration and take other actions as necessary.
  6. Initial issuance of MICU narcotics, replacement of any damaged MICU narcotic, or replacement from loss of any MICU narcotic shall be authorized by the Division in writing through the issuing pharmacy prior to issuance or replacement.
  7. An EMS Aircraft Provider may initiate MICU narcotic security and documentation procedures which both meet and exceed these minimum requirements.
- H. There is no maximum limit of inventory items that may be maintained on an MICU with the exception of MICU narcotics. All MICU(s) shall maintain at least the minimum amount of all expendable medical supplies and non-expendable medical supplies and equipment as specified in the *Provider Mandatory Inventory List*, and these policies at all times, subject to reasonable resupply ability. All MICU equipment shall be properly maintained for proper function. In situations where any MICU inventory

item(s) are not available for supply or resupply for any period exceeding forty-eight (48) hours, the EMS Aircraft Provider shall notify the Division and provide an assessment of the situation. The Division shall grant a temporary variance if such MICU inventory item(s) are not reasonably available and the request is documented in writing.

- I. MICU narcotics shall be maintained within the limits specified in these policies. The Division may provide temporary authorization to operate an MICU with a reduced MICU narcotic inventory.
- J. The EMS Aircraft Provider may request temporary MICU operating authorization through the Division for situations involving temporary MICU mechanical repairs or unavailability causing negative impact to area MICU coverage. In such circumstances the Division shall require that all MICU inventory items are moved to the temporary unit, obtain the airship identification and airship call sign. The Division may provide verbal temporary MICU operating authorization after all requirements are met. Temporary MICU operating authorization shall be limited to a maximum of two weeks duration. The EMT-P Provider shall notify the Division when temporary MICU operating authorization is no longer necessary.
- K. The EMS Aircraft Provider shall provide written notice to the Division of any airship replacement, purchase of a Division authorized MICU from another service, sale or deletion of an authorized MICU from the EMS Aircraft Provider fleet. The EMS Aircraft Provider shall also immediately notify the Division of any change in EMS Aircraft level of service.
- L. The Division may inspect any MICU(s) or EMS Aircraft Provider(s) for compliance to these policies. MICU authorization or EMS Aircraft Provider authorization may be placed on probation, suspended or revoked by the Division for non-compliance to these policies. The Department shall use applicable sections of investigative and due process procedures contained in Ordinance Code 8.12. and Ordinance 8.12. Regulations and Policies.
- M. Infection control supplies and equipment shall be maintained in accordance with recommendations of Centers for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) requirements.
- N. For EMS Aircraft interfacility patient transports, the EMT-Paramedic may, at their sole discretion and responsibility subject to Division action, temporarily remove any of the items listed in this subsection (N.) when deemed to necessary for patient care during an individual interfacility transfer flight. All inventory that is temporarily removed shall be immediately replaced after the patient transfer is completed:
  - 1. Backboard - long, with straps;

2. Backboard - short or KED with torso and forehead straps;
3. Splints.

**MOBILE INTENSIVE CARE UNIT  
FIXED & ROTOR-WING AIRCRAFT INSPECTION RECORD**

**INSPECTION DATE:**    /    /    **APPROVED EMT-PARAMEDIC PROVIDER:** YES [ ] NO [ ]  
**EMS AIRCRAFT PROVIDER SERVICE:**  
**PRIMARY BUSINESS ADDRESS:**  
**CITY:** \_\_\_\_\_ **ZIP CODE:**  
**PHONE:** (        ) \_\_\_\_\_ -  
**NAME OF OWNER(S):** \_\_\_\_\_ **OPERATIONAL AREA:**

**UNIT IDENTIFICATION:** \_\_\_\_\_ **MODEL:** \_\_\_\_\_ **YEAR:**  
**LICENSE NUMBER:**  
**CURRENT AIRCRAFT INSURANCE (ATTACH COPY):**                    YES [ ] NO [ ]  
**NAME OF CARRIER:** \_\_\_\_\_ **POLICY NUMBER:**

**CURRENT AIR CARRIER CERTIFICATE (ATTACH COPY):**                    YES [ ] NO [ ]  
**CURRENT MICU MEDICAL SUPPLY AND EQUIPMENT  
REQUIREMENTS SATISFIED (COPY ATTACHED):**                    YES [ ] NO [ ]  
**ALL PRECEDING REQUIREMENTS SATISFIED:**                    YES [ ] NO [ ]  
**DISCREPANCY(IES) NOTED:**                    YES [ ] NO [ ]

**SUMMARY OF DISCREPANCY(IES):**

**CONCLUSION:**

**EMS DEPARTMENT REPRESENTATIVE NAME:**

**EMS DEPARTMENT REPRESENTATIVE SIGNATURE:**

**DATE APPROVED:**    /    /