

Guideline Name: Shift Expectations		Department: Orange County Emergency Services
Effective Date: July 1, 2017	Issued: June 9, 2017	Approval(s): Kim Woodward EMS Operations Manager

PURPOSE

To give guidance for the minimum shift requirements during the first ten (10) hours of each shift. The need for this guidance arises in part from our co-location with various Fire Department agencies. It lays out the minimum requirements and responsibilities that should be accomplished during the daytime portion of the shift. This SOG is designed to bring us more in line with the expected level of professionalism among our partner agencies. It should provide for consistency across shifts.

Many of our ambulances are co-located with our partner agencies. Sleeping during business hours can be perceived as unprofessional, unmotivated, and uncomfortable for our partner agencies, the general public and County officials.

SCOPE

This guideline applies to all operational members of the Emergency Medical Services (EMS) Division.

POLICY

24 Hour Shifts

All 24 hour shifts **between the hours of 0600 - 1600** there will be no sleeping while on duty. Those hours should be occupied by the following checklist in addition to daily operations. **There is no required time to stay up after 1600.**

12 Hour Shifts

There will be no sleeping.

If there are extenuating circumstances for the above requirements providers should address it with the Supervisor.

EMS supervisors and field personnel are to be held to the same standard.

The following is intended to lay out the current shift expectations but is by no means exclusive:

- Truck Check Off
- Wash Truck inside and out
- Check 214
- Check ePCR System Inbox for Rerouted Tickets
- Station Duties
- Map Study
- Training/Target Solutions
- Check eSchedule
- Partner Agency Outreach
- Check county email
- Check Kronos
- Police outside station (i.e. pick up trash and/orlitter)
- Completion of Special Assignments
- Other Duties as assigned for that shift