

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title: Run Number Report Requirements
Policy: 438.00
Purpose: To ensure the proper tracking and accountability of all dispatched medical units.

Policy:

Any unit assigned to a call by dispatch will be provided a run number by dispatch. This will include all standbys, sporting event assignments, special details such as festivals, concerts and public relations contacts. The above cited assignments will not require the initiation of a report unless it develops into a patient care situation or if the Shift Commander specifies that a report be written due to the nature of the detail. Reports will also be required for the below listed situations:

- a. All paid standbys.
- b. All Public Assist calls where contact is made with a patient.

Accountability and Compliance:

1. The OCEMS Shift Training Officers will measure the compliance of each employee by daily audits of the dispatched runs. Any runs reports not completed, or miss written, will be sent out in a deficiency list to the crews involved to be managed by the crew's next shift.

The data obtained by the audits will be reported as the percentage of the number of records on file (numerator) compared to the number of records in full compliance (denominator). This report will be titled *Training and Certification & Credentialing Monthly Report*.
2. The report will be presented to the Medical Director and/ or EMS Chief at the following Medical Directors Quality Assurance Meeting.
3. Records will be kept on each employee and used as part of the employee's yearly evaluation.

Policy #: 438.00
CAAS: 204.01.02
204.01.04
Author: Worley
Reviewed: Leadership
Approved: Leadership
Status: Active
Effective Date: 07/28/2016
Revision Date: 07/28/2016