GUARDIAN ELITE MEDICAL SERVICES
STATION DUTIES

SHIFT	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
0700-1900	EKG INSPECTION	AMBULANCE 11 INVENTORY AND CLEANING		• CLEAN AND INVENTORY 1 TRANSPORT AMBULANCE • OPERATIONS CHECK AND INVENTORY 2 EKGs. • INVENTORY 2 ALS JUMP BAGS	AMBULANCE 1 INVENTORY AND CLEANING		REFRIGERATOR CLEANING
0900-2100	INSPECT, CLEAN, AND STOCK TRANSPORT AMBULANCES	EMTPY OXYGEN TANKS TO AIRTEC CLEAN/WIPE DOWN GYM		• CLEAN AND INVENTORY 1 TRANSPORT AMBULANCE • OPERATIONS CHECK AND INVENTORY 2 EKGs. • INVENTORY 2 ALS JUMP BAGS	AMBULANCE 2 INVENTORY AND CLEANING		DIRTY LINEN TO HOSPITAL
1900-0700	ALS BAG INVENTORY	AMBULANCE 12 INVENTORY AND CLEANING		• CLEAN AND INVENTORY 1 TRANSPORT AMBULANCE • OPERATIONS CHECK AND INVENTORY 1 EKGs. • INVENTORY 1 ALS JUMP BAG	AMBULANCE 5 INVENTORY AND CLEANING		CLEAN/ ORGANIZE SUPPLY ROOM

OXYGEN TANKS

Check the empty oxygen tank storage area for oxygen tanks that need to be refilled. In addition, check each ambulance (***including special event ambulances***) to ensure that the main oxygen is full. Empty oxygen tanks will be taken to:
AirTec Gases 2900 S Highland Drive
Suite 19A
Las Vegas, NV 89109
Hours – 0800-1600
Phone: 702-454-2400

WEDNESDAY – ALS EQUIPMENT INSPECTION DAY

Every Wednesday is ALS Equipment Inspection Day. ALS Inspection Day will consist of checking every ALS Bag, Transport Ambulance, and EKG. Roles can be divided amongst the shifts, for example, the day shift might check all the EKGs, swing shift checks all the ambulances, and night shift checks all the jump bags or each shift checks their own equipment, while day shift checks the spare EKG, night shift checks the spare jump bag, and swing shift checks the spare ambulance. ***The key is that all ALS Bags, EKGs, and transport ambulances are checked for cleanliness and equipment each Wednesday.***

ALS JUMP BAGS

Each ALS Jump bag will be checked and stocked in accordance with the checklist found on the Crew website at lasvegasambulance.com/crew.
https://lasvegasambulance.com/downloadable_documents/ALS_Bag_Checkout.pdf

EKG Monitors

Each EKG monitor will be checked for operational functionality and supplies in accordance with the checklist found on the Crew website at lasvegasambulance.com/crew.
https://lasvegasambulance.com/downloadable_documents/mrx_checklist.pdf

TRANSPORT AMBULANCES

Each ambulance assigned to ambulance transports will be cleaned and checked for inventory. Inventory will be based on the official SNHD Ambulance Inspection form and the labels on each cabinet. Ensure that ambulances are stocked to the items and quantities listed on the labels on each cabinet. If over stock exists on the ambulance, please remove it and place it into the supply room. Ambulances are to be cleaned, inside and outside.

SPECIAL EVENT AMBULANCE INSPECTION/CLEANING

Each ambulance assigned to special events will be cleaned and checked for inventory, if the ambulance is in quarters. Inventory will be based on the official SNHD Ambulance Inspection form and the labels on each cabinet. Ensure that ambulances are stocked to the items and quantities listed on the labels on each cabinet. If over stock exists on the ambulance, please remove it and place it into the supply room. Ambulances are to be cleaned, inside and outside. Main oxygen tanks need to be checked and any tank that is empty needs to be exchanged with Air Tec.

CLEAN/ORGANIZE SUPPLY ROOM

The Supply Room will be cleaned and organized each Saturday. Duties include:

- Placing Supply Requests for needed items
- Ensuring items are in their proper location
- Vacuuming the floor

CLEAN/WIPE DOWN GYM

The gym will be wiped down using a cleaning solution and all gym equipment placed in its appropriate space.

SATURDAY – REFRIDGERATOR CLEANING

The crew refrigerator will be cleaned. All items that appear to be old and/or not labeled with a name will be thrown away. Use a cleaning solution to wipe down the inside of the refrigerator.

SATURDAY - DIRTY LINEN TO HOSPITAL

Dirty linen will be taken to a hospital for disposal. Linen can be taken to one of two hospitals for disposal:

1) University Medical Center (UMC) – linen disposed of at UMC will be taken to the linen drop bins that are located in the back of the hospital. To access the bins, go towards UMC Trauma, but do not go inside the hospital. Stay on Hope Place until you are at the backside of the main UMC building. The road will curve. On the backside of the building, you will see the large blue linen bins. Dispose of all linen in these bins.

2) Boulder City ER – take the linen to the emergency room and ask the nurse the best place to put it.