**Medic Training Manual**

006-TM-MED

**Daily Check List**

**At the start of the shift**

* Unlock the truck and patient compartment
* Start the vehicle and leave running for 15 minutes
* Attend the pre-job and tail gate meetings
* Check in with client representative
* In winter months, ensure that the unit’s block heater and patient compartment heaters are working
* Establish the means of communication that will be used to contact you for incident response, i.e. radio or cell
* Do a radio check and ensure cell service is adequate
* Verify if the Medic is required to carry a 4 head monitor and what work areas are off limits

**At the end of the shift**

* Restock supplies any supplies if used and report that to payroll
* In winter months, connect block heater and patient compartment heater and ensure they are working
* Ensure that the unit has adequate fuel level (at least ¾ tank)
* Ensure that the cab and compartment of the medical unit is clean
* Lock the cab of the truck and the patient compartment
* When leaving an MTC at the office overnight, park it inside the south shop bays

**MTC**

The height of the MTC patient compartment roof is close to that of the overhead door in the shop bay. Ensure to raise and secure the overhead door to the maximum open position for driving in or out of the bay.

Remove the receiver hitch step and store it in patient compartment the when the unit is driven on public roads.

Ensure that the hitch pin is securely in place whenever the step is attached to the receiver.

**Training Manual items**

Gather contact information for the client representative that is on site.

There may be safety specialists working for the company or various contractors.

Determine who is expected to be informed immediately following an incident.

Obtain a plot map of important travel routes and restricted areas or if you are required to have a 4 head monitor. Update this as conditions change.

Become familiar with gate number/letter identifications and muster points.

Confirm if the site is registered with STARs, obtain a copy of the registration number and the LZ locations.

Confirm with the client if they have been in conversation with local Fire/Rescue and what services and response time can be expected.

The 911 Dispatch protocol for the Hardisty Tank Farm Complex is for the first call out to go to Hardisty Fire. The MD of Provost will also respond for fire and rescue if additional resources are needed.

Review all SDS of hazardous materials that workers may be exposed to.

Determine the distance to the nearest hospital with an active emergency department.

Ensure that the medical unit is backed into a designated location, with signage and has clear exit route (do not let any one park in front of your unit).

Do not park it where there is room for another vehicle to park in front of it.

Carry several sets of nitrile gloves, penlight, pen, paper, and stethoscope on your person.

Inquire what additional medical/rescue equipment is on site.

Obtain a working knowledge of the site activities to help understand the types of hazards (or mechanism of injury) that the workers may be exposed to.

Consult with the client representative on their expectations and provide suggestions as you see needed.

Check in with the client representative on a regular basis if there are any changes to the worksite that may affect your job.

**Inspections**

Conduct an inventory of supplies at least monthly and on your first shift with a different unit.

Be sure to enter on the Inventory sheet: Name, Unit #, Date.

Do this early in your shift and notify the Equipment Manager who will arrange for the delivery if those supplies are required immediately.

Replace any expired supplies. Clearly label all expired material that is stored for training purposes i.e. AED pads, gauze etc.

Contact your supervisor for replacement of used supplies.

Function test all equipment weekly: O2 bottle & regulator, AED, Blood Glucose Meter, Pulse Oximeter etc.

**Incident Management**

During an injured worker incident, you will be looked at to provide leadership.

There may be several people willing to help but not sure of what to do, or worse yet, doing the wrong thing.

When everyone around is in panic mode you need to take control of the situation.

Taking charge and delegating in a calm and assertive nature will help ease the stress for the patient and those that are involved.

Following an incident, as soon as reasonably possible write a statement with as much detail as possible of what you witnessed and the actions you took. The client will likely want a copy for their investigation. Keep the original for your own records.

If you have been exposed to bloodborne pathogens, wash your hands after removing gloves.

Change gloves as you attend to other patients.

Clean the patient compartment if used with a 1:10 bleach water solution.

Secure all patient treatment reports and provide copies to your supervisor. No not leave them in the unit.

**Customer Relations**

During the tailgate meeting is a good time to let the workers know that they can share any medical conditions if they choose. The common ones are bee sting allergies and epi-pens or diabetes.

These are completely voluntary but if they are disclosed to the Medic, any written records must be kept secured and confidential.

A Medic on a construction site may go months without having to put their training into practice.

You can create a good rapport with the workers and maintain your skills by offering to check their blood pressure.

The morning Tailgate meeting is a good time to inform all workers of the equipment that you have at your disposal. You can also explain the abilities and limitations that you may encounter during patient care. Things like transportation and bringing EMS on site or the process of the activation of STARs.

As a construction site Medic, you will experience long days of boredom broke up by short moments of high stress, life saving actions.

Do not allow yourself to become complacent by the repetitive nature of inspections.

Being proactive and keeping busy is what sets SFM ahead in the industry.

Utilize any down time to review procedures, create presentations for tail gate meetings, ERP etc.

Offering excellent customer service is what keeps SFM as the preferred vendor.

**Personal Health**

As a first responder you are at risk of developing PTSS, Post Traumatic Stress Syndrome

If you are involved in a critical incident, talk to your supervisor.

If what you have experienced is causing you any negative effects, seek help.

SFM will provide a Critical Incident Stress Debriefing.

Do not ignore it hoping that it will go away with time.

Your supervisor can find the help required to resolve it.

This will be handled professional, confidential and without any negative consequences to your position.

**Transportation of a patient**

There are conditions that must be present before transporting a patient in a Mobile Treatment Module.

The OH&S Code, Part 11, section 180 outlines the responsibilities of the employer and the requirements of transporting an ill or injured worker.

Refer to MT-1-001 Medical Transportation Policy and MT Pro#750, Medical Transport Procedure for information of the required criteria.

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