



## DIVISION CHIEF OF RESCUE

February 5, 2013

### INSTRUCTIONAL BULLETIN #13-05

**TO:** All Fire and Rescue Personnel

**FROM:** Ivan T. Mote - Division Chief/Rescue *ITM*  
Robert F. Kiely, MD - Medical Director *RFK*  
J. Stephen Grant – Captain, Quality Improvement Officer *JSG*

**RE: Documentation and Quality Improvement Office Update**

---

All of the Narcotic's Logs and Refusals have been turned in to the Quality Improvement Office.

Please ensure that the gray shaded areas of the EMS Field Copy are completed prior to filing. All refusals should be completed on ePro whenever possible. This will ensure that all appropriate areas are complete within the guidelines of SOG-430.1010.

In daily signoff in the Controlled Substance Logs, please ensure that the seal numbers are verified and not just copied from the previous day. When dispensing controlled substances, please refer to page 11 of SOG-430.1005 under **Each time a controlled substance is administered/dispensed**. The CCR#, medication, amount administered and the amount wasted is required to be entered into the Explanation Column on the Controlled Substance sheet. When restocking medications from the District or Battalion Rescue Chief's, please provide an explanation as to which medication was restocked. Printed names in the Paramedic-in-Charge and Witness column should be legible. If an error is made in an entry, draw a single line through the error and put the initials of the person making the error. **Do not** use White Out or blacken out the entry in the log.

When documenting the events in the ePCR, please remember to document any STEMI alerts, Stroke Alerts, Autopulse Usage and any other interventions that were attempted. This includes any interventions that were unsuccessful (e.g. IV starts, intubations, etc.). When patient belongings, medications, etc. are transported to the hospital, please document to whom these items were given to. This is extremely important concerning medications that are left at the hospital.



All Fire and Rescue Personnel

**INSTRUCTIONAL BULLETIN #13-05**

**Documentation and Quality Improvement Office Update**

February 5, 2013

Page 2

---

During the transfer of patients that are intubated, the Zoll Monitor is to be taken into the hospital so that the receiving physician can see and verification can be made of the qualitative and quantitative entitled carbon dioxide/Capnography prior to transfer of the patient.

Patient's weights are to be documented in all cases in which a weight based medication is given and for pediatric patients.

Any questions, contact your District or Battalion Chief.

Thank you.