



North Region EMS System

Policy Section #	Administrative	Date 8/2023
Title	Equipment Management	
Page	1 of 3	

Purpose To establish and maintain a standard process for supplying, maintaining, and new implementation of required disposable and non-disposable equipment as approved by the System for EMS personnel use.

Policy

1. Each NMnrEMSS agency agrees to purchase and maintain its own non-disposable equipment as specified in the System Equipment and Medication List with sufficient back up to meet usual and customary needs.
2. New non-disposable equipment purchase shall be a collaborative process between the hospital and prehospital System members unless the EMS MD believes there are unusual and compelling medical reasons for requiring a product based on their prerogative alone.
3. New products being considered for use in the NMnrEMS System will go through the following process before being added to the System Equipment and Medication List:
 - a. Members of the Quality Team, department leadership, or department-approved individuals will submit a request for new non-disposable item inclusion into the approved System Equipment and Medication List to the EMS MD with supporting research and product information from the manufacturer.
 - b. Review by the EMS MD to determine if further evaluation or consideration is warranted or approved. If the EMS MD rejects the product for prehospital use in this System, the investigation process stops at this point.
 - c. If the EMS MD approves the product for further review, the manufacturer/distributor shall be directed to the Quality Team to discuss the item's merits with potential users.
 - d. The Quality Team will provide feedback on a product's strengths and perceived limitations and may decide to conduct field testing with the prior authorization of the EMS MD.
 - e. The System is committed to responsible stewardship and agrees that any product purchase that would impact the capital budgets of providers or hospitals shall be brought to the Chiefs/Administrators before making a decision for approval or developing a timeline for compliance.
 - f. The EMS Coordinator will file a System plan amendment with IDPH if needed.
 - g. The EMS MD or designee will ensure the creation of educational materials, mandatory implementation of the education, and documented competency of all users before implementing the new non-disposable equipment.



North Region EMS System

Policy Section #	Administrative	Date 8/2023
Title	Equipment Management	
Page	2 of 3	

4. If it becomes necessary to leave a non-disposable item at a receiving hospital due to ongoing patient requirements, the hospital assumes responsibility for ensuring its safe and expeditious return to the Provider within the guidelines below.
 - a. All non-disposable equipment must be appropriately labeled by the EMS Provider using engraving tools or indelible ink/paint indicating the owner's name and identifying ambulance number, if appropriate. Unmarked equipment is exempt from this policy.
 - b. EMS personnel should check the availability of their non-disposable equipment before leaving the ED. If the equipment has been removed from the patient, it is the responsibility of EMS personnel to clean/disinfect (per OSHA guidelines) their equipment before placing it back into the ambulance.
 - c. If equipment is removed after EMS departure from the ED, it is the responsibility of the receiving hospital to ensure that it is cleaned/disinfected per OSHA guidelines before being placed into the EMS equipment room/locker. If provider non-disposable equipment is soiled with blood/body fluids in such a way that makes cleaning/disinfecting impossible, it should be placed into a red biohazard bag labeled with the Provider Agency name. The Provider Agency is to be notified regarding a decision on the disposition of the contaminated equipment (i.e., returned or discarded). Contaminated equipment should NEVER be placed in the EMS equipment room/locker.
 - d. Hospitals shall store EMS equipment in a secure environment and are responsible for its safekeeping for up to 48 hours. Responsibility for the equipment returns to the EMS Provider if the item is not claimed within 48 hours after leaving it at the hospital unless the agency has made special arrangements for storage until pick up is possible.
5. Linens exchange, i.e., sheets, blankets, pillowcases, towels: System hospitals will not be expected to provide linen for ambulance bunk rooms or for the private use of System personnel unless the nature of the call necessitates immediate showering or cleaning of uniforms upon arrival at the ED. System hospitals may fulfill requests to provide EMS personnel with scrubs or other suitable attire that may be worn in the interim and shall be returned to the hospital the same or the next shift day.
6. Disposable equipment is to be exchanged one-to-one at a Region X receiving facility.
 - a.



North Region EMS System

Policy Section #	Administrative	Date 8/2023
Title	Equipment Management	
Page	3 of 3	

- b. If a Region X receiving facility does not have the required disposable equipment, EMS personnel may obtain a one-for-one replacement at the Resource Hospital by submitting a Central Supply Request Form and the associated PCR to the EMS Coordinator.
- c. Disposable equipment used in a non-transport may be replaced at the Resource Hospital by submitting a Central Supply Request Form and the associated PCR to the EMS Coordinator.
- d. Note: It is the responsibility of the department to resupply specialty disposable equipment not otherwise provided by the Resource Hospital

Evert Gerritsen
EMS System Administrator/Coordinator

Michael I. Peters, MD
EMS Medical Director

Written 8/2023
Reviewed/Revised
IDPH Approval 9/07/2023
Effective 9/07/2023