

Copies to be made and mailed

DEPARTMENT OF PUBLIC SAFETY
Office of the Director
John M. Waters



MEMORANDUM

October 15, 1973

TO: Chairman, Eight County EMC Management Committee

FROM: Executive Director, Eight County EMC Project

SUBJECT: Activities Report of Northeast Florida Eight County
EMC Project

Project activities continued to increase during the period covered by this report. The following highlights the status of the project to date and provides a brief summary of activities for your convenience.

Equipment

Union County emergency rescue vehicle was delivered October 4, 1973. This completes delivery of all vehicles purchased for use in the counties except for the two intensive care units being purchased for intra-county transport. Delivery of these units to Jacksonville is expected later this month. They will be put into use transporting critical care patients between hospitals in the Project area.

The delivery of hospital emergency department equipment continued throughout the period covered by this report. Except for Fraser Memorial Hospital in Macclenny hospitals in the Project have been provided with, among other things, a Life Pak 3 - Portable heart monitor and defibrillator. Each unit incorporates a display scope for electrocardiographic monitoring and a telephone coupler which provides a means for transmitting voice and heart signals to Memorial Hospital of Jacksonville. Within a matter of seconds the physician on duty in Memorial Emergency Department will evaluate the patient's electrocardiogram and recommend a course of action. Delivery of remaining hospital equipment is expected by the end of the month.



-2-

Despite several false starts, General Electric has delivered radios and other equipment and communications portion of the system is expected to be complete by early November. All emergency rescue vehicles except Nassau units have been equipped with radios and may communicate with the Sheriff's office and/or county dispatcher. As soon as installation of telephone lines between the desk/wall remote control units in the hospitals and the base radio stations is complete the emergency medical services communications system will become fully operational and mobile units will be able to talk directly with hospital emergency departments. This will complete the network and represents a major step in completing the total system.

Since law enforcement officers and firemen are frequently the first on the scene of an accident and are required to render first aid to the injured or ill individual first aid kits have been purchased for their use. Distribution of these kits has been made to all counties except Clay, Columbia, and Duval. Clay and Columbia counties will receive kits within the next few days.

Training

Training is progressing at a rapid pace. More than three hundred sixty (360) personnel in the Northeast Florida Eight County Emergency Medical Services Project area have completed required training as emergency medical technicians and have been tested and certified by the State Division of Health. Training continues and classes are being held in Baker County Adult Education Center in Macclenny; Lake City Community College; St. Augustine Vocational-Technical Center; Bradford County Extension Course in Keystone Heights and Clay County High School in Green Cove Springs.

A 16 week course for emergency department nurses is planned at Jacksonville Florida Junior College North Campus in January. This course will be conducted under the auspices of the College and Florida Emergency Department Nurses Association. Interest in the course has been extremely good and as soon as plans are firm nurses in the Project site will be notified.

Planning and coordination to develop a training program for management of psychiatric emergencies continues and Training Coordinators in the Project area have been instructed to arrange directly with the Director of the appropriate Mental Health District for assistance in training of personnel in their area. This is envisioned as becoming a permanent part of the standard course for EMTs.

Public Information and Education

A survey of the public in the Project area was recently completed by the Public Education Task Force. It revealed that only about a third of the people in a rural section of Northeast Florida would call an ambulance if faced with a serious emergency. About five percent of those surveyed would call either a neighbor or family member before seeking professional assistance. General radio and TV public service announcements are being prepared giving brief instructions as to when and where to call in the event of a medical emergency. Subsequently an identical survey will be repeated to measure the public education program's effectiveness.

1973 Florida Legislation

During the last legislative session an emphasis continued to be given towards improving health care services in the State. Legislation affecting the Project area includes the Florida Emergency Medical Services Act of 1973 and the Emergency Medical Services Grant Act of 1973. The Emergency Medical Services Act establishes licensing requirements and standards for ambulances and the Grant Act makes available funds to counties who wish to improve emergency medical services. A copy of the guidelines for counties wishing to apply for funds is attached. It should be noted that "a letter of intent" to apply for funds should be filed by November 1, 1973. This must be followed by a completed application no later than November 15, 1973.

Emergency Numbers

Phone stickers have been ordered and will be delivered to County EMC Committees later this month for distribution. These stickers will contain a single number for obtaining assistance in medical emergencies as well as the name of the county from which the call emanates and the number of the county Sheriff or county dispatcher.

Evaluation

Several meetings have been held by the Project Staff, members of Jacksonville Experimental Health Services Delivery System, Inc. which will be doing the evaluation and HEW officials to discuss an evaluation "protocol", data requirements and a form for collecting required data from hospital emergency departments. A copy of the listing of minimum data elements has been provided Jacksonville Experimental Health Services Delivery System and the City's Information System Division (Data Processing). While "common data elements" have been identified and data measuring time responses and run activities are being collected further study is necessary before finalization of a source

document to evaluate hospital emergency department performance is completed. Other meetings are scheduled during October 1973 to further consider this matter.

Problems

While the Project has not experienced any major operational problems the lack of communications equipment connecting the emergency rescue vehicles to hospital emergency departments advising of the patient's condition and treatment required continues to be of concern. This will be greatly improved as soon as radios are installed in the hospitals later this month.

Staff Comments

Members of the Project Staff continued to meet with local management committees to assist in resolving local problems. In addition, Doctor Louis M. Rousselot, Chief of Emergency Medical Services, HEW, and Mr. John D. Reardon, Project Officer, HEW, made a site visit and met with several management committees during September 1973. Should your committee require the presence of any member of our Staff at your committee meeting please let us know by calling either 633-2610 or 633-2611 advising of the time and place of the scheduled meeting.



V. L. Micheel
Executive Director
Eight County EMC Project

Att.

Copy to: Clerks of Court
Hospital Administrators
Roy M. Baker, M.D.
James T. McGibony, M.D.

Mr. Whiting Andrews
University Hospital
1200 West Leonard
Pensacola, Florida 32501
Tel. 1-904-432-7632

Mr. Don Richards
Division of Health
Post Office Box 210
Jacksonville, Florida 32201
Tel. 1-904-354-3961, Ext. 243, 282

Mr. Fred Lewis
Florida Hospital North
601 East Altamonte Boulevard
Highway 436
Altamonte Springs, Florida 32701
Tel. 1-305-830-4321, Ext. 1126

Mr. Tom Herzog
Division of Health Regional Office
1515 Northwest Seventh Street
Miami, Florida 33125
Tel. 1-305-643-0454

Mr. Richard Beeman
Palm Beach County Comprehensive Health Planning
324 Datura Street, Suite 101
West Palm Beach, Florida 33401
Tel. 1-305-655-9330

EMS PROJECT APPLICATION INSTRUCTIONS

The purpose of these instructions is to provide a procedure for application to the Division of Health for monies to improve Emergency Medical Services. Through this project, the Division of Health may assist counties in the provision of EMS in accordance with the EMS Grant Act of 1973.

The Division shall use the following guidelines for grant disbursement:

1. The need for emergency medical services and the requirements of the population to be served.
2. The conformation of all emergency vehicles and attendants to State standards, established by law or regulation of the Division.
3. That all vehicles contain minimum equipment and supplies as required by law or regulation of the Division.
4. That all vehicles have, at a minimum, a direct communications link-up with the operating base and hospital designated as the primary receiving facility.
5. That emphasis be accorded to applications that contain one or more of the following provisions:
 - a. Services provided on a county, multi-county, or area-wide basis.
 - b. A single provider or a coordinated provider method of delivering services.
 - c. Coordination of all communication links, including police, fire, emergency vehicles, and other related services.

Provisions to be followed in obtaining assistance from the Division of Health are:

1. Complete a project description as outlined in Appendix 1 and submit to the Emergency Medical Services Section, Division of Health, Post Office Box 210, Jacksonville, Florida 32201. Please note that a letter of concurrence from the County Health Department is required with the project application. It is necessary for the project application to be signed by the Chairman of the County Commission.
2. Submit with the project application a written statement from the county wherein liability and other insurance is provided for in order that no liability or claim may be made against the State.
3. Submit a completed form - Attachment 1.

APPENDIX I

Project description must contain clear statements presented in sufficient detail for evaluation by the approving authority. The following numerical format is suggested for your project description:

1. THE PROBLEM: The problem stated quantitatively or qualitatively, its nature and extent and how your current activity or the lack of any activity prevents you from achieving the desired level of competency.
2. OBJECTIVE(S): Project objectives described in terms of goals to be reached as a result of the project in expanding or modifying your present activities or creating new activities that will move your program toward maximum effort in providing quality Emergency Medical Services. Specify your desired end results in the project and how the end results become a part of your continuing program in the standard area.
3. OPERATIONAL ACTIVITIES: Describe in this area how your objective(s) can be accomplished; i.e., the task(s) to be performed in reaching the project objective(s).
4. BUDGET: Show amount of County matching monies and purpose for which they will be used.
5. EVALUATION: At the time of developing your project description, consideration must be given to the method to be used in measuring the success of your activity. You should consider the following:
 - a. The criteria or standards of performance or accomplishment to be used or developed.
 - b. The ways of measuring performance and of obtaining the data required for measuring accomplishment.
 - c. Methods for comparing actual performance with expected performance for the purpose of relating results to objective(s).
 - d. Describe the use of the evaluative process in making recommendations for favorable changes in objective(s) and operational activities.

(Effective use of meaningful data elements is most beneficial in the evaluation process.)

APPENDIX I Continued

EMS PROJECT CONSIDERATIONS AND WHAT APPLICATIONS SHOULD INCLUDE

1. Number of persons in ambulance crew - two minimum.
2. Level of training of ambulance personnel.
3. Vehicular communications capability - (two-way voice communication with base station and hospital considered minimum).
4. Any data or additional personnel training, communications with hospital emergency rooms, strategic spotting of vehicles to reduce response time, etc., will help to strengthen the project.
5. A schedule of charges for service and comments on any no-charge services rendered. Charges should also include an estimated percent of non-collectible bills. If a contract is involved, describe the method of computation of cost, i.e., competitive bid, subsidy of uncollectible bills, etc.
6. Population and geographical size of the response area.
7. Type and number of vehicles used.
8. Miles of paved roads and streets in the response area.
9. Map of response area showing roads and ambulance locations.
10. The American College of Surgeons' minimum list of "Essential Equipment" for ambulances is required. Full consideration should be given to supplementing this list according to local need and inclusion of light rescue tools. Provisions should be made for a system of medical supply and emergency medical equipment checking after each emergency run.
11. Describe any other ambulance services which operate within the project response area, and whether or not such services constitute completion with the project service.
12. Include in project description the estimated total number of calls and the number which are traffic connected; dry runs and false alarms which do not result in patient transport are responses and may be included in these totals.
13. Project description should also include information on expected maximum response time (elapse time from notification to arrival at the scene), and any unusual conditions affecting this factor.
14. Include a description of how the existing service will be improved by this project.
15. Consideration should also be given in the project to hospital coordination aspects, such as pre-arranged agreements for acceptance of emergency patients and exchange of equipment. It is also desirable to include first aid training for dispatcher personnel.

Attachment I

EMERGENCY MEDICAL SERVICES PROJECT AGREEMENT

This agreement between the Division of Health of Florida and the County of _____ outlines the minimal requirements that are necessary for participating in the Highway Safety - Emergency Medical Services Project. The Division of Health will provide _____ County with \$ _____ on a 50/50 matching basis.

The County of _____ agrees that:

1. Ambulance service will be provided on a 24-hour - 7 days per week basis.
2. All calls for ambulance service will be responded to.
3. All ambulances will be staffed with trained drivers and technicians on all emergency calls to allow patient care and observation enroute.
4. All ambulances will be maintained in a safe operating condition at all times. Periodic safety inspections are required.
5. The interior of all ambulances, and the equipment therein be sanitary and maintained in good working order at all times.
6. All vehicles shall have, at a minimum, a direct communications link-up with the operating base and hospital designated as the primary receiving facility.
7. Title to any ambulances or other equipment, purchased under this agreement, will be retained and insure that the ambulances and equipment will be used within the agreed upon ambulance service area for the purpose intended during it's useful life. The county may not transfer the title of the ambulance without the concurrence of the Division of Health.
8. The ambulance and it's equipment will be replaced in the event of accident or other damage. Division specifications must be adhered to in the event replacement is required.
9. An adequate record keeping system be maintained and provide data to the Division as requested. The Division will provide a list of its record keeping requirements to the county.
10. Division personnel will be allowed to inspect ambulances, equipment, premises from which operated, and records during usual hours of operation.

Chairman of County Commission

The County of _____ will, upon notification of non-compliance, have 30-days to correct discrepancies after being so informed in writing by the Division.

This agreement is subject to local, state and federal appropriations by the proper authorities for this purpose.

Division of Health

City/County of

By _____
Section of Emergency Medical
Services

By _____

Date _____

Title _____

Date _____

By _____
Director, Division of Health

Date _____