

Farrell Creek Orientation ACP Days

Don't complete your Orientation until all of the following items have been discussed:

1. Complete Progress Orientation
2. Complete Security Orientation
3. Read and retain MSDS on Gibson D822(Invert) as per Worksafe BC order of Compliance Nov 02, 2011
4. Obtain Changeover List with room and employee assignments
5. Obtain Memory stick for computer
6. Obtain Keys
7. Obtain Phone(s) password last 4 digits#
8. Discuss Cell phone capture locations, failure locations, includes exercise room as dead zone
9. Discuss beep means quit call answer next, if not in time to catch incoming call check recent calls and call last number back in case it's an emergency call.
10. When ACP leaves camp at any time they must call off duty ACP to clinic to monitor Emergency phone. ACP takes business phone and leaves the emergency phone in clinic. Security to Drive
11. Obtain copy of most recent "Pathfinder"
12. Responsible for updating the pathfinder as needed and distributing to staff
13. Responsible for updating maps as needed
14. To attend meetings;
15. Gather information from all on site medics regarding first aid treatments for 24 hour period 6 am to 6 am, record as work related or non work related on the daily patient summary. If work related, ensure the Progress Rep has been notified (discuss).
16. Responsible for printing daily patient summary and filing into binder.
17. Responsible for completing over time tracking sheet and sending it to operations@iridiamedical.com on the 16th and 1st of the month.
18. Responsible for sending the mileage of vehicle ECTO 4 to operations@iridiamedical.com on the 16th and 1st of the month.
19. **Mondays** - responsible for compiling and sending weekly patient summary to operations@iridiamedical.com then print and place in binder.

20. **Mondays** - responsible for compiling and submitting weekly hours.
21. **Mondays** - ensure everyone submits weekly hours worked in their morning reports, have them include their overtime and reason incurred.
22. Responsible for ensuring patient assessment records are sent in by attendants to gmsmd@iridiamedical.com and that copies are forwarded to daytime ACP, printed and filed in office.
23. Responsible for ensuring first aid records are provided to patients employer and sent to gmsmd@iridiamedical.com
24. Make every effort to complete routine business during the week, during daytime hours. Endeavour to only contact administration after hours, or on weekends as per protocol
25. Responsible for ensuring coverage is maintained when ACP is required to transport patients off site. Duty ACP wakes up off duty ACP to cover clinic, or to drive, if security is driving.
26. ACP transporting patient into town should have business phone with them, and should provide notification to hospital about 10 minutes out.
27. Discuss (night ACP) responsibility for logging fuel purchases on weekly fuel log. Night ACP will gather fuel logs from each vehicle Sunday evening, compile and submit as weekly fuel purchases every Monday.
 - Ensure that fuel levels in all vehicles are at least $\frac{3}{4}$ full or higher to ensure capacity for return trip to Ft.St.John
28. Discuss (night ACP) responsibility to monitor, order, and distribute all stock and supplies
29. Schedule for Rig moves and FRAC sites obtained from HSE and posted (review)
30. First week in Duty ACP should get names of incoming staff and follow directions on processing changeover form, complete and hand in to Sylvia or Wayne (discuss)
31. Meet with stakeholders as required to answer questions, resolve disagreements, forward unresolved issues to Iridia Medical.
32. Respond to calls for assistance within your scope of practice.
33. Ensure no one exceeds 16 hour safe working parameters (discuss)
34. Ensure departing night ACP does narcotic changeover with incoming night ACP, then obtains and scans document for submission with morning reports

Should the Emerge1 channel fail to transmit or receive;

- a. ACP will travel to repeater tower to reset breaker, if not the breaker...
- b. Notify HSE, they will contact Petron
- c. Notify Security, have them send out an email to the consultant group that emerge1 is down until further notice use emergency phone 1-778-204-0428
- d. Notify all attendants monitoring emerge1 by phone, have them switch to monitor Core channel
- e. Record the event in daily report and submit

When the Emerge 1 channel is operational again;

Notify Security have them send the email out to the consultants that the Emerge1 channel is operational again.

Expect the unexpected

In the days leading up to your changeover:

- Ensure the room assignments are completed
- Ensure the path finders are up to date
- Ensure the maps are up to date
- Prepare orientation envelopes, **all documents in the orientation sub file on flash drive**, include
 - Pathfinder
 - Name of changeover person for orientation (can be written on front of envelope)
 - Room assignments of coworkers
 - Protocol for contacting admin
 - Protocol for consulting Physicians
 - Checklist for handover
 - Orientation reference notes