

Farrell Creek Orientation ACP Nights

Don't complete your Orientation until all 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 list of employee assignments and room numbers
 5. Obtain Keys
 6. Update any forms or data needed from computer memory stick
 7. Obtain Phone(s) password last 4 digits#
 8. Discuss Cell phone capture locations, failure locations
 9. Ensure site tour for site and standby locations, and location of fuel depot... or review on maps.
 10. 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.
 11. If ACP does not hear request for assistance over Emerge 1 and reply within 10 seconds, or when a second request for assistance is made goes unanswered, the on duty OFA should respond to the call for assistance and dispatch the closest OFA resource. Then phone the on duty ACP.
 12. Obtain copy of most recent "Pathfinder"
 13. Responsible for doing Narcotics handover, and providing daytime ACP signed copy to scan and send
 14. Responsible for deploying staff based on geographic need and project locations during shift
 15. Responsible for sending (Daily) Morning Report to operations@iridiamedical.com.
- Mondays** ensure submits weekly hours worked in morning reports, include overtime and reason incurred.
16. Responsible for ensuring patient assessment records are entered onto MOIS
 17. Responsible for ensuring first aid records are provided to patients employer and sent to immd@iridiamedical.com

18. Ensure that the Progress Rep is notified immediately of any work related injury
19. 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
20. Responsible for ensuring coverage is maintained when required to transport patients off site. Duty ACP wakes up off duty ACP to maintain coverage, or to drive. If ACP leaving Lease, Incoming ACP recovers emergency phone and portable radio to maintain coverage, or phone is left with OFA
21. Responsible for completing weekly fuel log, and sending to operations Monday morning (Even if no fuel purchased)
 - i. Ensure that fuel levels in vehicle is at least $\frac{3}{4}$ full or higher to ensure capacity for return trip to Ft.St.John
22. It is the night ACP's responsibility to monitor, order, inventory, and distribute all stock and supplies.
23. It is the night ACP's responsibility to help clean clinic and ambulance, as well to carry garbage when necessary. (Duties shared with Days)
24. Meet with stakeholders as required to answer questions, resolve disagreements, forward unresolved issues to daytime ACP or Iridia Medical.
25. Ensure contact made with OFA's on site weekly, keep contact list
26. Respond to calls for assistance within your scope of practice.
27. Ensure no one exceeds 16 hour safe working parameters (discuss)

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.