

## **Farrell Creek ACP Duty Roster**

### **Every Day**

- Iridia Daily Report and send to [operations@iridiamedical.com](mailto:operations@iridiamedical.com)
- Progress Daily Patient Summary and send to [operations@iridiamedical.com](mailto:operations@iridiamedical.com)
- Update Area Map and Pathfinder with any new information
- Add Camp head count to Weekly Patient Summary

### **Monday**

- Include hours and overtime in Iridia Daily Report
- Fuel Log. (Nights) Send to [operations@iridiamedical.com](mailto:operations@iridiamedical.com) (Even if none was used)
- Progress Weekly Patient Summary and Send to [operation@iridiamedical.com](mailto:operation@iridiamedical.com)

### **Tuesday**

- Iridia Medical Skype Meeting @ 0830 FSJ Time

### **Thursday**

- Web-Ex Medical Rounds @ 1000

### **Sunday**

- Charge Suction Unit (in Ambulance)
- Charge Life Pac 12 batteries every second Sunday

### **1 and 16 of the Month (And at end of Rotation)**

- Complete Overtime tracking form and send to [operations@iridiamedical.com](mailto:operations@iridiamedical.com)
- Send Mileage of ECTO 4 to [operations@iridiamedical.com](mailto:operations@iridiamedical.com) (Only 1 and 16)

### **30/31 of Month**

- Charge batteries in Helicopter Landing Kit

### **Once Every Rotation**

- Inventory at beginning of rotation and Stock and Med order to Makayla on 19 of month