

Appendix C

BLS Internship - AIC Roles and Responsibilities

1. The Attendant - In - Charge (AIC) is ultimately responsible for all aspects of patient care, the crew and the ambulance or medic unit itself.
2. Responsibilities include, but are not limited to:
 - A. Overall incident scene management.
 - B. Assessment
 - C. Treatment
 - D. Movement of the patient from the incident scene.
 - E. Safety of the patient during transfers, transport, etc.
 - F. Utilization of personnel.
 - G. Triage, treatment of multiple patients.
 - H. Communication with EOC, other Fire Department units and the hospitals.
 - I. Transfer of patient and patient information to receiving hospital staff.
 - J. Documentation of patient care report and associated forms.
3. Responsibilities pertaining to the crew consist primarily of personnel and incident scene safety. They include, but are not limited to:
 - A. Awareness of potential hazards.
 - B. Choosing whether to approach incident scene or await the arrival of various other units' based on dispatched information (e.g. Hazardous Material Unit or Police Officers).
 - C. Size up and initial reporting of a MCI.
 - D. Vehicle Positioning
 - E. Keeping portable radio in ones possession and on the correct channel.
 - F. Appropriate use of PPE, traffic vents, BSI equipment, etc.
 - G. Ensuring containment and abatement of body fluids as much as possible.
 - H. Ensuring proper disposal of sharps and contaminated materials.
4. Responsibilities pertaining to the unit include, but are not limited to:
 - A. Unit properly staffed with Fauquier County Dispatch.
 - B. Maintaining adequate inventory of supplies.
 - C. Ensuring presence and proper functioning of equipment.
 - D. Checking and accounting for knox box keys (if applicable), portable radios, mapbooks, and toughbook.
 - E. Completing patient reports in a timely manner and posting them to the server before leaving shift.
 - F. Ensuring station logbook entries for incidents to which the unit responded (if applicable).
 - G. Passing on pertinent information when relieved from duty.
 - H. Reporting any incidents immediately to the department's EMS Officer or chief.