

Appendix B

BLS Internship-Daily Unit Checkout

1. Ensures presence of all equipment and check for proper functioning. This includes any batteries for glucometer, thermometer, Life Pak or AED. For complete checklist, please speak to career staff or department's designated form.
2. Ensures adequate inventory of disposable supplies and linens.
3. Ensures that all portable and on-board oxygen have greater than 500 psi; changes as necessary.
4. Ensure that all radios, map books, traffic vests, ERG, and knox box keys (if applicable) are present.
5. If driver check has not been completed, request driver to do so or ensure that it is done.
6. Cleans inside and outside of ambulance as needed. This may include cleaning and disinfecting all surfaces in the unit, stretcher, and equipment using department-approved disinfectant.
7. Empty trash containers and make sure sharps containers are not overflowing.
8. Sign-in to toughbook and properly input personnel and their provider care level.
9. Call in staffing to Dispatch. Let them know whether it is an ambulance, shock trauma or medic and to when it will be staffed.
10. Stow PPE on board and have accountability tags available for any IDLH event.
11. If anything is missing or broken, report it to the proper person.