

ADMINISTRATIVE PROCEDURES



Procedure Number: 30-18

Effective Date: 01/24/02

Revision Date: 07/15/02

C. Dululban
County Administrator

SUBJECT: Automated External Defibrillator Program (AED)

DEPARTMENT RESPONSIBLE: Risk Management

I. PURPOSE:

To increase the rate of survival for people within county facilities who may suffer from sudden cardiac arrest. This will be done by establishing an Automated External Defibrillators (AED) Program and instituting protocols for the use of AEDs by Pima County employees.

II. SCOPE:

The program will extend into two phases with Phase I to include placement in locations identified in attachment 1 - Phase II will be introduced at a later date. Our ultimate goal is to have an AED in all Pima County buildings with an occupancy greater than 50 or those that are heavily visited by the public.

III. RISK MANAGEMENT RESPONSIBILITY:

1. Risk Management will be responsible for overseeing the AED Program in coordination with the Medical Director. Risk Management will assist the Medical Director in coordinating the program with the local EMS (Emergency Medical Services).
2. Risk Management will provide training in specific use of Cardio Pulmonary Resuscitation (CPR) techniques by providing the Heartsaver AED Course to potential emergency responders. Training in the use of the equipment and preventative maintenance will also be provided to the emergency responders.
3. Risk Management will provide AED Use Forms to emergency responders who shall complete the form after the operation of an AED. The emergency responder must forward the completed form to the Risk Management coordinator. The Risk Management coordinator will take appropriate action to ensure that the appropriate information is provided to the Medical Director.

Changes are indicated by line in margin

4. Risk Management will be responsible for determining the placement of the AEDs. Departments may choose to procure AED units in addition to those provided by Risk Management. However, the units must be the same type and manufacturer as those purchased by Risk Management. When individual departmental purchases are made, Risk Management must be notified. The department must appoint an emergency responder and comply with all terms and conditions of AED usage.
5. Risk Management will assist departments and provide information pertaining to the procurement of AEDs.

IV. Oversight Physician's Responsibility:

1. Pima County's current Medical Director is Dr. Brendan Phibbs, MD, Kino Community Hospital - 294-4471.
2. The oversight physician will be responsible for all medical aspects of the program for Pima County Government, in its entirety, including Ajo, Arivaca, Green Valley and all outlying districts. The physician will work with Risk Management to ensure that all required training has been completed.

V. Department Responsibility

1. Departments are responsible for appointing personnel who will be trained in basic life support (CPR) to become emergency responders. The responders will be required to undergo training on proper CPR techniques, and the use of AEDs. Responders will also be required to inspect the AEDs on a monthly basis to ensure they are working properly, and for replacing electrodes and batteries when needed.
2. When an incident occurs - the department will be responsible for ensuring the care of the patient is transferred to EMS personnel and that the AED unit is retrieved from EMS. **Note:** Disposable pads and wires may be transferred with patient at EMS request.
3. The emergency responder will immediately notify Risk Management of the incident. The department's emergency responder will be responsible for completing and forwarding the AED Use Form within 24 hours of an incident to Risk Management. The department must also keep a copy of the AED Use Form for future reference.

This procedure will be reviewed by Risk Management as the need arises.

Changes are indicated by line in margin

Attachment I**Phase I of AED Placement**

<u>Location</u>	<u>Number of AEDs</u>
Superior Court's Building	3
Old Courts Building	2
Green Valley	2
Ajo	1
Health and Welfare Building	2
Administration Building	4
Legal Services Building	5
Public Works Building	3
Mission Road (Auto Services, DOT, Archives, Elections)	3
Sheriff's Department	2
Juvenile Court	2
Kino Hospital Clinic	1

Changes are indicated by line in margin