




Recording Procedure for Live Intubations		
Section/Area: Operations		
Approved by:	 EMS Deputy Chief  Operational Medical Director	
Effective Date: 01/15/2021	Revision Date:	

PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to explain the process of recording patient intubations and uploading a video file into the patient's Electronic Medical Record (EMR). Video recordings will become part of the patient's official medical record. Recordings will be used for Continuous Quality Improvement (CQI) purposes. **All intubation attempts while using a video laryngoscope with recording capabilities are REQUIRED to be recorded and uploaded to the patient's chart.** It is the goal of the Virginia Beach Department of Emergency Medical Services to provide the highest level of care to our patients. Video recordings of advanced airways will provide receiving medical facilities the ability to confirm the initial endotracheal tube placement in the field. Recordings will create the opportunity for ALS responders to review difficult airway scenarios during CQI workshops and scheduled in-service classes.

SCOPE

This SOG applies to all practicing EMT-Intermediate, EMT-Paramedic, MD, ALS Student and ALS Intern responders within the Emergency Response System.

REFERENCES AND RELATED DOCUMENTS

- Photographic, Video Graphic, Audio & Digital Reproduction Policy

DEFINITIONS

Intubation attempt (Orotracheal Method): Insertion of laryngoscope blade into mouth (irrespective of whether an endotracheal tube is placed with the intent of performing endotracheal intubation). The removal of a foreign body using a laryngoscope and Magill forceps does not constitute an intubation attempt.

GUIDELINE/PROCEDURE

A. Set-up and Recording Instructions – GlideScope Go and GlideScope Titanium

1. GlideScope Go

- i. Prepare all required equipment for intubation procedure.
- ii. Power on device.
- iii. Connect LoPro Single-use blade to connector arm.
- iv. Insert the USB flash drive connected to the micro-USB port into the left side of the monitor.
- v. Recording will begin automatically when flash drive is inserted and blade is connected.
- vi. Verify the procedure is recording by noting the recording icon on bottom left of screen.
 1. **Video recording only. There is NO audio recording capability on this device.**
- vii. Recording will end when:
 1. The blade is disconnected.
 2. The USB flash drive is removed.
 3. The power button is held down for three seconds to turn off the device.

2. GlideScope Titanium


- i. Prepare all required equipment for intubation procedure.
- ii. Power on device.
- iii. Connect appropriate cable to rear of GlideScope and connect desired single use LoPro blade or Titanium reusable blade to appropriate cable.
- iv. Insert USB flash drive into USB port on right side of device.
- v. Note the USB flash drive icon on bottom of screen to ensure connection.
- vi. Push RED button below screen to begin recording.
- vii. Verify recording by noting the red light next to the record button and the recording icon on bottom of screen.
 1. **Video recording only. There is NO audio recording capability on this device.**
- viii. Push RED button to discontinue recording.
- ix. Temporary disk image on screen will indicate your procedure has been saved.
- x. Recording will end when:
 1. The blade is disconnected.
 2. Record button is pushed.
 3. The USB flash drive is removed.
 4. The power button is held down for three seconds to turn off the device.

B. Uploading AVI File Directly To Patient's EMR Using ELITE FIELD **With Internet Access**

- Insert USB flash drive into USB port on EMR or desktop computer.

- Open patient's chart in Elite Field.
- Select "**Menu**" on bottom center of screen.
- Select "**Attachments**"
- Select "**Add New**"
- Select Document Type drop down menu to "**Other Video/Movie**"
- Select "**Browse**"
- Select "**GS_GO_02**"
- Select "**Date Modified**" to find most recent video
- Double click appropriate file
- Select "**OK**" – File will be pending at this time
- Select "**OK**"
- Select "**POST**" when chart is complete to upload video
- Safely Remove Hardware and Eject Media

C. Uploading AVI File To EMR or Desktop PC **With NO Internet Access**

- Insert USB Flash drive into USB port on EMR or Desktop computer
- Select "File Explorer" on bottom left of screen 
- Select "**GS_GO_02**"
- Select "**Date Modified**" to find most recent video
- Select appropriate file, **CLICK AND DRAG TO DESKTOP**
- Safely Remove Hardware and Eject Media
- When internet is connected, open ImageTrend Elite Mobile to access patient chart
- Follow Steps **B. iii – vii**
- Select "**Desktop**"
- Select "**AVI File**"
- Select "**OK**" to complete upload process
- Once upload is complete, Right click video file on desktop and delete.

USER RESPONSIBILITY AND PROTECTED HEALTH INFORMATION

All members shall be responsible for uploaded video recordings to any electronic device to be used for completing a patient's EMR.

Video files may need to be uploaded to an authorized device in order to be attached to the patient's EMR. If this is necessary, the file must be completely deleted upon being attached to the patient's EMR or if it is determined that the file is unable to be attached to the patient's EMR. Patient intubation events may not be uploaded to a personal device at any time. Authorized devices are:

- Toughbook EMR
- City computers

Video files shall not be deleted from the USB flash drive.