

VBEMS Elite Annual Reporting Update #3

December 2020



In This Installment:

- Editing & Updating Reports
- VBEMS & City Policies, Procedures, and Standard Operating Guidelines (SOG)
- Elite Training Information & News
- A Note About Radios

Editing & Updating Reports

- Reports Auto-Lock after 24 hours
- If you are done with the report lock it when you post by leaving this box checked
- An AIC can unlock their report to edit after-the-fact
 - Open the incident, click menu at center bottom, and choose unlock
 - Reports will re-lock 6 hours after manual unlock
 - Once a report is unlocked all changes are tracked and recorded

Post this Incident

You are about to post this incident. Check "Mark as Finished on Post" if you would like to mark this incident as Finished. Marking the incident as Finished means you are done entering all of the incident data.

Mark EMS Incident as Finished on Post

Post Cancel

Set from Postal Code

Editing & Updating Reports

- Only the AIC ultimately responsible for completing the report shall make any updates, alterations, or changes to the final report.
- In the event another crewmember has additional information to add or edit in the report they should contact the responsible AIC to make those changes.
 - Inclusion of addendums may be added by other personnel assigned to the call to include *additional clarifying information* only.
 - In the event there is a discrepancy between the AIC's report and what another crewmember feels should be documented those individuals should work to resolve the discrepancy.
- As the author of the report, it is the responsibility of the AIC to ensure complete and accurate documentation.

Policies, Procedures, & SOGs

All members and patient care providers with the City of Virginia Beach should be familiar with policies and procedures related to operations, training and patient care, among other things. These can be located at the following links.

Policies are grouped by category, SOG's are listed on a separate page.

For the purposes of these documents keep in mind "Members of the Department of EMS" includes all persons operating with the City of Virginia Beach Dept. of EMS, Virginia Beach Fire Department, and all Volunteer Rescue Squads of Virginia Beach.

- Department & City Policies:
- <https://www.vbems.com/providers/department-policies/>
- Department SOGs
- <https://www.vbems.com/sog/>

Technology Services

- Visit the technology page for information and updates on Elite and more
<https://www.vbems.com/providers/technology-services/>
- You can always contact support@vbems.com for any questions you aren't quite sure who to send it to
- Updates and information can be found at <https://www.vbems.com/news/>

Training

- Visit www.learn.vbems.com for access to numerous education programs including some related to radio, and Elite operations
- For Elite go to:
General Courses → Elite EPCR Training

Side Note About Radios

- When you log into CAD you must enter the radio ID number for the device you are carrying
- If you are in distress and hit the emergency (orange) button it will provide the most direct, accurate information about who is in emergency
- If the device is not logged in correctly there could potentially be delays in getting you help!
- Make sure you use the radio(s) for the assigned unit you are on, avoid mixing & matching radios