

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE: LONG DISTANCE TRANSFERS	SECTION: LAND AMBULANCE
DATE: April 23, 2007	POLICY NO.: KDSB-LAS-VI-07
APPROVED BY: Resolution No. 2001-102	REVISED:

1. POLICY STATEMENT

Ambulance staff will complete long distance transfers and/or rendezvous as assigned by dispatch.

2. PROCEDURE

- 2.1 Ambulance staff will maintain communications with the appropriate dispatch center during long distance transport outside the local area.
- 2.2 Appropriate meal breaks should occur generally after the patient has been accepted at the destination, provided dispatch has been informed and ambulance staff continue to be available for emergency response where applicable.
- 2.3 When an escort is required to accompany the patient, ambulance staff will confirm with the sending institution that the escort has been advised that an alternative form of transportation may be necessary.
- 2.4 When entering or passing through another dispatch area, ambulance staff will contact the dispatch center and give their destination or rendezvous location, the code they are traveling, and their estimated time of arrival.
- 2.5 When performing a rendezvous, ambulance staff will:
 - a) transfer the patient in a location which provides a controlled environment to ensure the privacy, safety and well-being of the patient.
 - b) ensure all documentation and personal effects are transferred with the patient.