



## El Dorado County Emergency Services Authority

Policy Subject Matter:       **Technology Policy**  
Review Date:  
Revision Date:  
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### **I. Policy:**

JPA member agencies and their employees shall utilize electronic devices and technologies to their fullest extent possible, given the circumstances, to improve efficiencies and effectiveness in delivering state-of-the-art advanced life support (ALS) medical care to patients.

### **II. Purpose:**

To achieve success with new and existing technologies it is essential that JPA member agencies and their employees: (1) receive training on their operation; (2) maintain the equipment in good working order and safeguard them from damage; and (3) utilize the technology to achieve maximum performance and capability.

### **III. Procedure:**

#### **A. Training**

As new technologies are acquired a training plan shall be developed that addresses the initial instruction as well as the on-going training needs that might be needed. Following the training, employees shall be required to demonstrate proficiency with the new electronic device – technology for maximum operational capability.

#### **B. Maintenance**

Electronic devices shall be maintained as required in product warranties and as directed by the Chief of the Fire District. These devices shall be handled with care to reduce the potential for damage. Requests for service, and/or repair shall be made without delay, and in accordance with the Fire District's chain of command policy on such matters. The JPA shall make available to the Fire Districts the contact information for maintenance and repairs of equipment.

#### **C. Utilization**

Electronic devices and technologies will be utilized as follows:

1. While in quarters and while traveling, the mobile data computer (MDC) shall remain in the tablet configuration, powered on, logged on, GST software running with the wireless switch in the "on" position at all times.
2. MDC's shall remain locked into the docking station at all times. Medic units going in for repairs beyond "routine service" shall be reported to the Duty Chief to determine if the MDC should be removed.
3. While operating the medic unit the cellular phone and radios shall remain on.

4. Other electronic devices shall be operated as needed for patient care.

D. Internet

Instructions for the use of JPA funded internet and electronic devices are as follows:

1. JPA funded internet and computer systems are provided for official work related purposes. The JPA recognizes that employees may make incidental use of these systems for personal messages. These uses will be treated no differently and may be accessed by management for a variety of reasons.
2. All information and data that is sent, received, viewed or stored on any JPA provided or approved system is not private and may be read, listened to or copied by an authorized agency administrator.
3. Employees accessing the internet using a JPA computer or personal computer shall not view, download or e-mail any material that may be considered as inappropriate, discriminatory, harassing, or offensive in nature.

E. Devices

A list of electronic devices and technologies covered in this policy is listed in Appendix A.



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Marty Hackett  
Executive Director

## **Appendix A**

### **Technology Policy**

### **Electronic Devices**

- Defibrillator monitors
- MDT's
- Cellular phones
- EPCR hardware (iPad and printer)
- Radios (mobile and portable), chargers and microphones
- Stryker gurney
- Suction devices
- Glucose testing
- Medical equipment installed in the medic unit
- Automated CPR devices