BMP-EC-003 Managing Medical Emergencies Including Cardiopulmonary Resuscitation (CPR) in Baystate Ambulatory Sites

POLICY:

The Medical Emergency policy is intended to provide clear guidelines, responsibilities of BMP and BH employees, and sequence of actions in the event of a medical emergency.

PURPOSE:

To formalize a plan for response to a medical emergency at Baystate Medical Practices by identifying a procedure and formalizing roles for staff members.

SCOPE:

Medical Practice sites which are not contiguous to a Baystate Health Hospital/Medical Center and function predominately as an outpatient clinical area.

PROCEDURES:

Cardiopulmonary Arrest: CPR

For hospital licensed clinical and non-clinical satellite sites refer to CO 3.001 - SATELLITE CARDIOPULMONARY RESUSCITATION (CPR) - CODE BLUE ARREST RESPONSE SYSTEM

1. Upon discovery of an individual in suspected cardiopulmonary arrest, the first staff member on the scene will establish unresponsiveness and call for assistance. Appropriately trained staff shall initiate CPR. If the first person on the scene is not a staff member, but is CPR-trained, he/she may establish unresponsiveness, call for assistance and initiate CPR, including Automatic Electronic Defibrillators (AED) if available.

2. This individual or others on the scene will dial 911, informing the emergency dispatcher that a cardiopulmonary arrest has occurred. He or she will provide the patient's name (if available), the location and the practice site where the arrest has occurred. This individual will assist the first responder with CPR.

3. Those not directly involved with providing assistance will return to their work areas.

4. One staff member will be assigned to direct the ambulance/staff to the location of the patient.

5. A licensed clinician, (physician, advanced practitioner, or designee) at the location where the arrest has occurred assumes responsibility for coordinating activities during the emergency response.

6. If the arrest victim is a patient during their visit, documentation in the medical record of the event will be made and must include the events leading up to the arrest, initiation of CPR and notification/action taken.

7. If not present, the site practice manager should be notified.

8. If practice is located within hospital/medical center and they are covered by the hospital emergency teams, code blue will be called. Refer to hospital Code Blue policy.

Medical Emergency not requiring CPR

1. Upon discovery of an individual with a medical emergency, the first staff member on the scene will notify the provider and nurse.
2. If determination made that patient requires transfer to Emergency Department for emergent care, instruct staff member to call 911
    a. BMP/BH staff member will not independently transport a patient to the emergency department without ambulance and emergency response team.
3. One staff member will be assigned to direct the ambulance/staff to the location of the patient
4. Bring emergency equipment, including AED, to area
5. A licensed clinician, (physician, advanced practitioner, or designee) will direct medical care
6. Determine staff needed to care for patient. All other staff will return to regular duties.
7. Be prepared to start CPR if patient in cardiac arrest
8. Continuously monitor patient until ambulance arrives
9. Transfer care to ambulance personnel and give report on condition and actions taken
10. Call Emergency Department to notify them of impending arrival
11. Notify emergency contact
12. Document all care and disposition in EMR if emergency is on a patient during their visit.
13. Complete Documentation Form
14. If not present, the site practice manager or designee will be notified.
15. If patient refuses transport to Emergency Department, an Against Medical Advice (AMA) form will be completed.

REVIEW & APPROVAL:

Approved:	BMP Board, Chief Operating Officer, Baystate Medical Practices	3/13/2024
Policy Owner	Baystate Medical Practice (BMP) Manual	
Originating/ Author/Title:	Baystate Medical Practices Policy Committee	
Reviewers	Governing bodies as defined in the BMP policy LD 002	
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