

TRAINING

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ANNUAL MEDICAL TRAINING POLICY

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The purpose of this policy is to state the position of Air Trek, Inc. with regards to the annual training that will be required for the medical flight teams.

The annual training program for all Aeromedical Transport Specialists shall consist of the following components as approved by the Medical Director. This educational information can also be completed via self-learning educational modules as approved by the Medical Director:

1. Welcome and Introduction of Company Officers
2. Roles and Responsibilities of the Company Officers
 - A. Review of all job descriptions
3. Chain of Command Procedures
 - A. Director of Operations
 - B. Chief Pilot
 - C. Senior Aeromedical Transport Specialists
4. Tour of Facility and Medical Equipment
 - A. Hangar
 - B. Medical Equipment Room
 - C. Operation of Medical Equipment
 - D. Completion of Medical Equipment Use Competencies
5. Pre-Flight Aircraft Briefing
 - A. Jet and Twin Engine Aircraft
 - B. Safety Precautions
 1. Role as a Mission Safety Officer
 - C. The Limitations of Each Aircraft
 - D. In Flight Emergency Procedures
 - E. Emergency Evacuation Procedures
 - F. Sterile Cockpit Considerations
6. Overview of Flight Coordination and Flight Following
 - A. Role of the Flight Coordinator
 - B. Review of Trip Sheet

ANNUAL MEDICAL TRAINING POLICY

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7. Review of All Flight Paperwork
 - A. State Required Forms
 - B. Air Trek Releases
 - C. Pre Flight Checklists
 - D. Post-Flight Checklists
 - E. Equipment Repair Requests
8. Review of the Policy and Procedures Manual
9. Review of the Medical Protocols
 - A. Review ALL Medical Protocols
 - B. Notification of the Medical Control Physician Protocol
 1. Call Operations with concerns, and then notify Medical Director
10. Medical Team Scheduling and Configuration
 - A. Provide Flight Coordinators with your Monthly Schedule
11. Review of Controlled Substances Procedures
 - A. Controlled Substance storage, maintenance, and restocking
12. Review of Universal Precautions
 - A. Infection Control Procedures
 - B. Cleaning of Aircraft
 - C. Bio-Medical Waste Disposal Procedures
 - D. Exposure Notification Procedures
13. Review of Upcoming Training
 - A. Monthly In-Service Training Sessions
 - B. New Employees must complete all previous In-Services
 - C. Yearly Training Requirements Medical and Aviation
 - D. Quality Assurance/PI and Safety Process
14. Review Personnel File
 - A. Confirm paperwork, copies of licenses, and update PRN.
15. Clinical Requirements
 - A. Critical Care training required. (ICU, ER, EMS, etc.)

ANNUAL MEDICAL TRAINING POLICY

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16. Didactic Requirements
 - A. Must complete all mandatory module training
 - B. Must complete all annual competencies
 - C. Must have current employment in an approved critical care setting
17. HIV/Bloodborne Pathogens Training (may be completed at EMS, hospital, etc.)
18. Specialty Team Updates as determined by the Medical Director.
 - A. Peds Team members must complete PALS, APLS, or equivalent as approved by the Medical Director
 - B. Ventilator Team members shall include an ATS who has completed training in the portable ventilator
19. Any additional training as requested by the Medical Director.

All concerns should be addressed to the Director of Operations or Medical Director immediately.

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MONTHLY MEDICAL TRAINING POLICY

All medical flight personnel must show documentation they have completed a minimum of one intubation per quarter. This may include live, cadaver, or manikin intubation experiences.

Any questions or concerns should be addressed to the Director of Operations and/or Medical Director.

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SURVIVAL GEAR POLICY

The purpose of this policy is to state the position of Air Trek, Inc. with regards to the proper survival equipment required aboard the aircraft.

Due to the vast diversity of the missions we fly, it would not be feasible to have every possible type of survival equipment stored aboard the aircraft. The basic survival equipment and supplies in each aircraft are located in a red soft side case containing the following:

Lightsticks	Utility Tool with Sheath	Adhesive bandage compresses 1 inch
Pin-On Compass	Emergency Candles	Antiseptic swabs
Waterproof Matches	Insect Repellant	Ammonia Inhalants
Potable Water	Survival Manual	Bandage 4x4
Signal Whistle	Signal Mirror	Triangular bandage compresses, 40 inch
Work Gloves	Magnesium Fire Starter Kit	Arm Splint, non-inflatable
Rope	Bandage Scissors	Leg Splint, non-inflatable
Bite & Sting Kit	Roller Bandage, 4 inch	Adhesive tape, 1 inch standard roll
Flare Gun Kit		

Protective non-permeable gloves or equivalent
Emergency Blanket (Reflective Signaling Material)
The aircraft can also be used for a shelter

If the flight plan calls for the aircraft to be over water for extended periods; the PIC will be responsible for placing a life raft and one (1) life vest for every passenger aboard the aircraft. This will include the flight team, family members, the patient, and any passengers who may accompany the flight. The life raft is equipped in accordance with Federal Regulations of supplies for food & water.

The survival equipment will be inventoried anytime the seal is found to be broken, or annually, at the direction of the Director of Maintenance.

All personnel must complete an approved annual survival training session.

Any variation from the above must be pre-approved by the Chief Pilot and/or Director of Operations prior to the flight's departure.

Any questions or concerns should be addressed to the Chief Pilot and/or the Director of Operations immediately.

RESERVED