

MISCELLANEOUS

BASIC MISCELLANEOUS INFORMATION	371
DRESS CODE POLICY	373
CARE OF THE FAMILY MEMBER/PASSENGER POLICY	375

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BASIC MISCELLANEOUS INFORMATION

1 of 2

1. No smoking is allowed aboard the aircraft, in the hangar or on any ramp area per the **SMOKING POLICY**.
2. Do not open or close the aircraft door unless directed by the PIC. FAA rules require the PIC to open and close all doors, unless an emergency exists.
3. On all flights, especially international flights, do not exit the aircraft until instructed to do so by the PIC. Many countries have unique custom rules and the pilots will be knowledgeable in the local rules and regulations.
4. Have the patient and family wear their seatbelt throughout the flight. FAA regulations require seatbelts to be worn during taxi, take-off and landing. Air Trek policy requires everyone aboard to have a seatbelt on for the entire flight. The only exception is when you need to get out of your seat to perform patient care. The ATS must notify the PIC before moving about the cabin.
5. Consumption of alcoholic beverages by the flight crew, while aboard the aircraft or within 8 hours preceding the flight is prohibited. Some aircraft will stock alcohol for the patient and family only. Any violation of this rule will lead to immediate termination.
6. Ask the pilots to inform you hourly of the cabin pressure so you can readjust the patient's oxygen delivery, as necessary.
7. Make sure you become familiar with the emergency exits of each aircraft, how they operate, and what to do in case of an aircraft emergency.
8. Make all calls per the **COMMUNICATION POLICY**.
9. Should the passenger/family develop any medical complaints during flight, follow the **CARE OF THE FAMILY MEMBER/PASSENGER POLICY**, treat them according to the protocols and start a separate Flight Record for them. It is permissible to start IV's, administer medications, etc., if the situation warrants. Have the PIC notify the Director of Operations and the Medical Director as soon as possible.
10. All staff members should provide the management team with their availability schedule prior to the 20th of each month.

BASIC MISCELLANEOUS INFORMATION

2 of 2

11. The medical staff is required to carry a current copy of their professional licensure, ACLS and BLS cards, driver's license, and passport with them on each mission.
12. Notify the office staff with any schedule changes.
13. Under no circumstances will medical staff use their iPods or other music devices while patients and or family members are on board the aircraft. This includes using ear phones to silence the sound of engines. Air Trek provides hearing protection, should you need them.
14. Under no circumstances will a medical personnel open, turn-on or otherwise use a laptop computer or any other electronic devices while in contact with a patient and or family. The Director of Operation's may approve, under special circumstances if the patient requests to watch a movie etc. during the flight.
15. Under no circumstances will the medical personnel read books or news papers while in contact with the patients and or family members. The only exception to this is if medical personnel are referencing to the approved protocol manual.
16. Under no circumstances will medical personnel sleep while in the presence of patients and or family. Should you find yourself falling asleep, try engaging in meaningful conversation with the patient and or family members. This is one of the reasons you are there.
17. Under no circumstances will medical personnel bring up or discuss how tired they are because they work two jobs. Our clients expect that we are well rested and able to provide 110%.

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2 of 2

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DRESS CODE POLICY

1 of 2

The purpose of this policy is to state the position of Air Trek, Inc. with regards to the proper dress code for all medical and aviation personnel.

The daily uniform for all **medical flight team personnel** shall consist of the following:

Dark Navy Blue Polo Shirt	Air Trek picture ID tag
Khaki Pants	Black Socks
Black Shoes	Issued carry-on RON bag 10lb max. Weight
Flight Suit/Navy Blue	Air Trek winter jacket (as needed)

The daily uniform for all **aviation personnel** shall consist of the following:

Dark Blue Pants	Light Blue Shirt with Air Trek Logo
Shoulder epaulets	Necktie as directed for charter flights
Air Trek pictured ID tag	Black shoes or boots
Black Socks	Issued carry-on RON bag 10lb Max Weight
Air Trek winter jacket (as needed)	

*** All Flight crew – Issued blue bags are to be 10 lbs max weight. This includes Ipods, laptops, any music devices and/or personal items.**

The daily uniform for all **maintenance or line support personnel** shall consist of the following:

- Air Trek issued shirt
- Shoes appropriate to assigned tasks
- Pants approved for the work environment
- Hearing/eye protection to maintain a safe work environment

The daily dress for all **office personnel** shall consist of the following:

- Business casual attire
- Shoes suitable to the work environment, no flip-flops allowed
- No mid-driff blouses or tank tops; no sleeveless shirts allowed

All Specialty Care Providers or Specialty Teams shall be dressed appropriately for the flight. Shoes must be capable of protecting the individual's feet from injury. No open shoes, clogs, or sandals are permitted. Scrubs, lab coats, etc are discouraged.

DRESS CODE POLICY

2 of 2

The Director of Operations and/or the Chief Pilot must approve variation from the above prior to the flight's departure.

All personnel shall act and present themselves in a professional, caring manner. Men will be well groomed with hair cut above collar. All long hair must be pulled back, out of the employee's face, so as to not hinder the delivery of patient care. No dangling earrings are allowed. Any jewelry that could interfere with providing patient care is prohibited. No hats will be worn while providing patient care or inside a building or aircraft.

All staff members should keep to a minimum the use of colognes or perfumes, these items can affect allergies in the close quarters we all must work in.

Any questions or concerns should be addressed to the Director of Operations immediately.

CARE OF THE FAMILY MEMBER/PASSENGER POLICY

The purpose of this policy is to state the position of Air Trek, Inc. in regards to the care and treatment of a passenger and/or family member who becomes ill or injured during flight.

Should the passenger and/or family member become ill or injured during flight, the Aeromedical Crewmember will:

1. Immediately assess the passenger and/or family member's medical condition and consider declaring an in-flight emergency per the appropriate medical protocol.
2. Once the passenger/family member's medical condition has been assessed, provide care as outlined in the current medical protocol.
3. Start a separate aeromedical flight report for this additional patient.
4. Proceed to the **NOTIFICATION OF THE MEDICAL DIRECTOR PROTOCOL** as needed.
5. Have the pilots notify the flight coordinator of your situation. Advise the flight coordinator if an additional ambulance or specialized equipment will be needed upon landing.
6. **You MUST accompany this patient to the receiving facility.**
7. Upon returning to the office, complete an Incident Report describing the events leading to this episode, the names of the receiving facility staff you dealt with, the names of the ambulance personnel involved, the care rendered, etc.
8. Any and all questions should be addressed to the Director of Operations or Medical Director immediately.

RESERVED