

# Utah Department of Health and Human Services Ground Transport Rest Guidelines

## **Purpose:**

- A. To define guidelines for crew members rest during duty time to minimize fatigue and provide for increased safety of the crew and patient.

## **Description:**

- A. Crewmembers may rest after all duties and associated transport crew duties have been performed.
- B. Crewmembers will be provided with access to, and permission to rest after all related duties are completed.
- C. Crew rest times and locations will be maintained with the provision for appropriate and timely responses to all transports related requests.
- D. Crew members will respond to all program related duties in a timely manner.
- E. Crewmembers, may call for "time out" if the team-member (or fellow team-member) determines that they are unfit or unsafe to continue duty. The team-member calling a time out must contact the administration on call.
- F. Scheduled maximum duty time is not to exceed 24 scheduled consecutive hours or 36 continuous hours for late duty transports and/or extreme staffing situations as approved by management.
- G. A crew fatigue risk assessment must be completed by administration anytime a shift extends past 24 hours due to late duty transport and/or extreme staffing situations.
- H. A crew fatigue risk assessment must be completed electronically by each crew member driving home greater than one hour commute time. If the crew fatigue assessment is greater than 8 off duty housing will be provided for rest. At minimum the crew member will rest 4 hours and complete a second fatigue risk assessment after the required rest period.
- I. Each shift extension past 24 hours will be reviewed by the (Disciplinary Quality Improvement) in an effort to identify any potential opportunities for improvement.

- J. Rotating shifts should be routinely scheduled to rotate forward in a week (days followed by nights).
- K. Crew rest considerations must allow for one crewmember to stay alert on the non-patient leg of the flight. All medical crewmembers should stay alert anytime a patient is onboard.

# Utah Department of Health and Human Services Ground Fatigue Risk Assessment Guidelines

## **Purpose:**

Outlines the criteria for Risk Assessment. This process will be followed whenever a medical crew member exceeds 24 hours of duty time. Daily operations on-call will review the fatigue risk assessments for all crew members daily. If the fatigue assessment score is above 8 the crew member will be provided with off duty housing and transportation once they have obtained a minimum of 4 hours of rest. A second fatigue assessment will be completed before the team departs to travel home.

## **Description:**

Interview the crew member and ask them how they feel and if they are willing to extend their shift. If yes, the employee and program management will jointly determine their risk assessment score using the matrix criteria below.

Criteria	Low Risk	Medium Risk	High Risk
What was the Employees work Schedule the day Before the current Shift started	Employee was off did not work (this applies to other jobs as well) 1	Employee worked 12 hours or less 2	Employee worked more than 12 hours 3
How many hours of Transport did the Employee do during This current shift	Less than 6 hours 1	6-12 hours 2	More than 12 hr 3
How many hours of Uninterrupted rest did The employee receive	> 8 hours 1	5-7 hours 2	Less than 5 hr 3

- a. Add the scores from the 3 criteria together, if the total score is 8 or greater the employee may not be extended. If the score is greater than 8, the employee must have a minimum of 12 hours rest (off duty) prior to returning to flight duty.
- b. If the total score is 7, the employee may be extended for a total of 6 hours.
- c. If the total score is 6 or less the employee may be extended for 12 hours.
- d. An extended employee may cancel the remainder of the shift at any time if they feel safety may be compromised or they do not feel up to completing the extension. This should be accomplished before a request for service is received.
- e. This process will be followed whenever a medical crew members exceeds 24 hours of duty time.
- f. Daily operations on-call will review the fatigue risk assessments for all Rock Springs crew members daily.
- g. If the fatigue assessment score is above 8 the crew member will be provided with off duty housing and transportation once they have obtained a minimum of 4 hours of rest. A second fatigue assessment will be completed before the team departs to travel home.