

SAN FRANCISCO EMERGENCY MEDICAL SERVICES AGENCY

Policy Reference No.: 4000.1

Effective Date: XXXXX

Supercedes: December 1, 2021

AMBULANCE TURNAROUND TIME STANDARD – EMSAC June 2022

I. PURPOSE

To define the goals for ambulance turnaround and patient offload times.

II. AUTHORITY

California Health and Safety Code, Division 2.5, Sections 1797.204, 1797.206, 1797.220, 1797.224, 1797.225 1797.252, and 1798.

III. BACKGROUND

Patient transfer from ambulance to hospital is a critical part of emergency care, both for the individual patient at the hospital and to preserve the availability of ambulances to answer 911 calls for medical assistance throughout the San Francisco EMS System.

IV. DEFINITIONS

Ambulance arrival at the emergency department – The time the ambulance stops (actual wheel stop) at the location outside the hospital emergency department where the patient is unloaded from the ambulance.

Ambulance patient offload time (APOT-1) – The time when a patient is physically removed from the ambulance gurney to hospital equipment and transfer of care has been completed, as recorded by a signature from an emergency department nurse or doctor in a patient's EMS electronic health record.

Ambulance return to service time – The time the ambulance is response ready after transporting a patient to a hospital emergency department.

Offload time interval - The period of time between ambulance arrival at emergency department and ambulance patient offload time.

Ambulance turnaround interval - The period of time between ambulance arrival at emergency department and ambulance return to service time.

V. POLICY

The goal for the offload time interval is 20 minutes or less, 90 percent of the time (APOT-1).

The goal for the ambulance turnaround interval is 30 minutes or less, 90 percent of the time.

VI. ACUTE OFFLOAD DELAYS

- A. An EMS Supervisor may be dispatched for the following APOT-1 offload delays:
 - a. 3 or more ambulances delayed for 60 minutes or greater
 - b. 2 or more ambulances delayed for 90 minutes or greater
 - c. 1 or more ambulances delayed for 120 minutes or greater
 - d. Any combination of the above
- B. Upon arrival to the facility, the EMS Supervisor shall identify themselves and check-in with Emergency Department Charge Nurse and/or Hospital Supervisor to confer about the cause of the ambulance offload delay.
- C. The EMS Supervisor shall work collaboratively with hospital staff to identify offload delays, identify solutions, and formulate a plan for patients currently waiting on gurneys. Every attempt shall be made to triage patients to alternative waiting spaces such as waiting areas, fast track areas, wheelchairs, or hallways spaces.
- D. Should all reasonable attempts to offload patients to other areas fail AND EMS system levels are less than 5 ambulances, the EMS Supervisor may declare an "APOT Alert:"
 - a. An APOT Alert:
 - i. Has no impact on ambulance diversion or distribution of patients.
 - ii. Is for situational awareness only for all field ambulance crews.
 - iii. Is in effect until ambulances are cleared from the Receiving Facility
 - b. Steps for DEC:
 - i. When announcing Diversion, advise of "APOT Alert" declaration
 - ii. Send a notification to all crews via CAD Mobile Data Terminals
 - iii. Post banner on ReddiNet announcing the APOT Alert at the affected Receiving Facility
 - iv. Sent ReddiNet message to EMS Providers, EMSA, and affected Receiving Facility announcing APOT Alert declaration
 - v. Notify DEM Duty Officer (to notify EMS Agency)
 - vi. Send follow-up message when APOT Alert secured
 - c. Steps for Receiving Facility:
 - i. Immediately notify House Supervisor and Administrator on Call
 - ii. Consider activation of HICS (Hospital Incident Command System)
 - iii. Consider activation of emergency surge plans including use of:

1. Alternate treatment spaces (ie tents, unoccupied hospital wards/floors)

2. Staff call-ins, modification of nursing ratios

E. Upon declaration of an APOT Alert the following options may be utilized:

- a. The EMS Supervisor shall directly inform the Emergency Charge nurse that ambulances are transitioning care and immediately offload patients to a hospital bed or other suitable hospital sitting space if appropriate for a patient's condition based on the following criteria:
 - i. Stable vital signs
 - ii. Alert and oriented
 - iii. No ALS intervention in place
 - iv. Not on a 5150 hold
 - v. 18 years of age or older
- b. Immediately re-triage patients to other Receiving Facilities that are less impacted if the time to transport and transfer care to another Receiving Facility is less than the estimated time to transfer care at the facility with the declared APOT Alert.
 - i. For any re-triage of patients to other Receiving Facilities, the EMS Agency shall review the incident and forward to California Department of Public Health for Emergency Medical Treatment and Active Labor Act (EMTALA) violations.
- c. Consider use of bypass services (ie Trauma Bypass, burns) if the Receiving Facility experiencing an APOT Alert is the only Specialty Receiving Center in San Francisco.

F. Documentation

- a. The following shall be documented in the Patient Care Record (PCR):
 - i. Detailed description of attempts to offload patient and transfer care to hospital staff
 1. Reasonable attempts include but not limited to:
 - a. Multiple attempts to obtain a signature for the PCR
 - b. Multiple attempts to provide a patient report either written or verbal
 - c. Attempt to interact with an Emergency Department supervisor, charge nurse, and/or hospital administrator
 - d. Attempt to utilize EMS Supervisor in offloading patient
 - ii. Any additional transports to other facilities
 - iii. Patient deterioration due to delays in patient transfer
 - iv. Should hospital staff be unwilling to speak with EMS Personnel or sign PCR acknowledging transfer of care, the following statement shall be made by EMS personnel and documented within PCR.

1. *An APOT alert has been declared. All reasonable attempts to offload this patient have failed. I am transferring this patient to your care with or without a verbal patient report as you are a higher level of medical care. I will provide written patient care report via a copy of my PCR once complete. I am documenting that I have made every attempt to transfer the patient.*

- G. Upon conclusion of the APOT Alert, the EMS Supervisor shall:
- a. Announce the APOT Alert is secured.
 - b. File an exception report to the EMS Agency within 12 hours.

VII. DATA COLLECTION

- A. All interval measurements shall be reported monthly (on the first business day of the month) to the EMS Agency in an approved electronic format.
- B. Turnaround time data submitted by providers shall include date, time, location, call disposition (Code 2 or Code 3), arrival time at hospital, ambulance patient offload time and ambulance return to service time.

VIII. QUALITY IMPROVEMENT

- A. The EMS Agency will report monthly the following ("Hospital Report"):
1. Offload time interval for each provider at each emergency department.
 2. Ambulance turnaround interval for each provider at each emergency department.
 3. System aggregate intervals for patient offload and ambulance turnaround intervals at each emergency department
- B. The EMS Agency will focus on identifying the root causes for delays, surges in demand and to what extent diversion impacts offload and turnaround intervals.

IX. QUALITY ASSURANCE

- A. Based on the Hospital Report, the EMS Agency may take action on a Receiving Facility, as detailed in Policy 5010, who have a:
- a. 90th percentile APOT-1 time under 30 minutes, but greater than the 20th percentile standard, the EMS Agency will continue to monitor via quality improvement in subsequent months
 - b. 90th percentile APOT-1 time over 30 minutes for two (2) consecutive months
 - i. The EMS Agency shall refer to corrective action plan process as detailed in Policy 5010