

## **Guidelines for Establishing a Public Access Defibrillation (PAD) Program Albany County**

### **Program Set-up**

**Step 1:** Identify an individual to serve as your Emergency Health Care Provider (EHCP). This can be a New York State licensed physician with knowledge and experience in the delivery of emergency cardiac care or a local hospital (its Chief Executive Officer or designee) licensed under Article 28 of the Public Health Law that provides emergency cardiac care. To identify an EHCP the following organizations may be of assistance:

- Albany Medical Center Hospital serves as a PAD EHCP for a number of organizations in Albany County. For more information contact Barb Scymanky at (518) 262-0042.
- Capital Region Emergency Management Organization (REMO). Contact Dean Romano, Quality Improvement Coordinator, at (518) 464-5097 Ext. 3001.

**Step 2:** Identify an individual in your organization to serve as the PAD Program Coordinator. This individual is responsible to:

- Oversee the implementation of the PAD Program at your facility,
- Oversee the continued operation of the PAD Program at your facility,
- Ensure that all staff impacted by the program have appropriate and up-to-date training and certification,
- Ensure that all required reports are submitted on a timely basis, and
- Serve as the point of contact for the operation of the program.

**Step 3:** Develop with the EHCP a collaborative agreement which should include, but not be limited to, the following items:

- Written policy and procedure which clearly describes the implementation and operation of the PAD Program at your facility to include:
  - Purpose of the program;
  - Training requirements for AED users;
  - Specific protocol for use of the AED;
  - A process for the immediate notification of EMS by calling 911;
  - A process for identification of the location of the AED units;
  - A process for routine inspection of the AED unit(s) as well as regular maintenance which meet or exceed manufacturers recommendations;
  - Incident documentation requirements, and
  - Participation in a regionally approved quality improvement program.
- A written collaborative agreement signed by both the PAD provider and the EHCP which incorporates specific policies and procedures that shall ensure compliance with Public Health Law Article 30, Section 3000-B (1)(A). Please refer to the ***Regional EMS Council of the Hudson Mohawk Valleys, Inc. (REMO) Collaborative Agreement***.

**Step 4:** Select an AED that is in compliance with Public Health Law Article 30, section 3000-B (1)(A). The AED must be programmed to the current Emergency Cardiovascular Care (ECC) Guidelines, capable of defibrillating both adult and pediatric patients. A listing of AED manufacturers on the market is available at <http://www.sca-aware.org/aeds-on-the-market>. The Albany County Department of Health does not endorse any specific product. You may speak with your EHCP for assistance in choosing an appropriate model.

**Step 5:** Select and use a SEMAC/DOH approved PAD training course for AED users. At present, the 12 approved programs are as follows:

- American Heart Association
- American Red Cross
- American Safety & Health Institute
- Emergency Care and Safety Institute
- Emergency First Response
- Emergency Services Institute
- EMS Safety Service, Inc
- Emergency University
- Medic First Aid International
- National Safety Council
- REMSCO of NYC, Inc
- State University of NY
- Wilderness Medical Associates

Note: With the exception of an appropriately licensed health care practitioner, no person may operate an AED unless they have successfully completed a training course in the operation of an AED approved by a nationally-recognized organization or the state emergency medical service council, and the completion of the course was recent enough to still be effective under the standards of the approving organization.

**Step 6:** File the ***Notice of Intent (NOI) to Provide Public Access Defibrillation (DOH 4135)*** and a signed Collaborative Agreement with the appropriate Regional Emergency Medical Services Council (REMSCO)

- The local REMSCO is:  
Hudson-Mohawk Regional EMS Council  
C/O REMO  
1653 Central Avenue  
Albany, NY 12205

Phone: (518) 464-5097  
FAX: (518) 464-5099

Serves the following counties: Albany, Columbia, Greene, Rensselaer, Saratoga, and Schenectady

- File a new NOI and Collaborative Agreement with the REMSCO if the EHCP changes.

**Step 7:** Provide written notice to the 911 and/or the community equivalent ambulance dispatch entity of the availability of AED service at the organization's location.

**Step 8:** Post a sign or notice at the main entrance to the facility in which the AED is stored, indicating the location(s) where an AED stored.

**Step 9:** For health clubs and sports facilities only: File with the Albany County Department of Health a certification stating you are in compliance with the law and have an AED and CPR certified staff present during hours of operation.

## **Program Operation**

### **1. AED Use:**

The AED will be used in conjunction with the immediate notification of local Emergency Medical Services (EMS) by calling 911 and administering CPR during a cardiac adverse occurrence when a person is unresponsive and no breathing or pulse are detected.

- Only staff that is certified in CPR and AED use should be permitted to use the defibrillator during a cardiac event.

### **2. Reporting a PAD AED Use:**

In the event that the PAD program uses the AED to defibrillate a person, the program must report the incident to the EHCP within 24 hours of the incident. The PAD program will submit (FAX) a copy of the **Public Access Defibrillation QI Report**, which is to be completed by the EHCP or the AED user, to REMO within 48 hours. The original copy of this report should be mailed to REMO within 5 business days, along with a printout, obtained from the AED, of the cardiac rhythms recorded during the event. This report is to be reviewed and signed by the EHCP. The REMSCO may request additional information regarding the incident, but the PAD must report, at a minimum, the following information:

- The name of the PAD program;
- Location of the incident;
- The date and time of the incident;
- The age and gender of the patient;
- Estimated time from arrest to CPR and the 1st AED shock;
- The number of shocks administered to the patient;
- The name of the EMS agency that responded; and
- The hospital to which the patient was transported.

### 3. AED Maintenance:

- The PAD provider shall see to it that the AED is maintained and tested according the manufacturer's recommendations.
- In addition, it is recommended that the AED be inspected on a monthly basis and a log book maintained documenting the battery check and readiness for use.
- Following any AED use, it is important that the AED be returned to service as quickly as possible. The following steps should be followed:
  - Check the device for cracks or other damage,
  - Clean and disinfect the device,
  - Check the battery and replace it if necessary,
  - Replenish any supplies as needed (i.e. electrode pads, disposable gloves, etc.), and
  - Return the AED to its designated place.

### 4. Quality Assurance:

To ensure that the PAD Program meets the requirements outlined in Article 30, section 3000-B, of the New York State Public Health Law and continues to operate in compliance with these requirements:

- The PAD Program will identify an individual from their organization or facility to serve as the PAD Program Coordinator to oversee program operation. This individual will be responsible to:
  - Ensure that the above guidelines for set-up and operation of the PAD Program are followed.
  - Ensure that all staff, both current and new hires, are familiar with the PAD Program at the facility and know how to access CPR/AED services if a potential cardiac event is witnessed.
  - Ensure that after each incident when the AED is used to defibrillate a person in addition to submitting the required report the incident is reviewed with the EHCP and any deficiencies identified are corrected.
  - Submit the **Public Access Defibrillation Program Agency Quarterly Report** to REMO four times a year.
- The EHCP will participate in the regional quality improvement program. This should include:
  - Annual review of the PAD program's written policy and procedures for accuracy and completeness.
  - Annual review of training to ensure that staff appropriately trained and certified in CPR/AED use are available at the facility during all hours of operation.
  - Review of each incident when the AED is used and identify any deficiencies which should be corrected. Sign the required Public Access Defibrillation QI Report.