



MTECH First Responder Response Procedure

OPERATIONS | 500.533

Last Reviewed

1/3/24

Executive Staff Approval

3/11/24

Employee Review

N/A

1. Procedure Statement

This procedure provides response protocol and requirements for Mountainland Technical College's internal First Responder program. It outlines the expectations for an MTECH First Responder and their roles, responsibilities, and compensation.

2. Definitions

MTECH First Responder - MTECH employees who have been accepted into the internal MTECH First Responder Program and maintain current American Heart Association Basic First Aid and HeartSaver certifications.

Minor Incidents - Any medical incident contained and completed without involvement of local EMS/First Responders

Major Incidents - Any medical incident involving multiple MTECH First Responders or local EMS/First Responders

Patient - Any person on campus (employee, student or visitor) who has a complaint suggestive of potential illness or injury, requests evaluation for potential illness or injury, has obvious evidence of illness or injury, has experienced an acute event that could reasonably lead to illness or injury, or is in a circumstance or situation that could reasonably lead to illness or injury.

Medical Incident - Any situation in which an MTECH First Responder encounters a patient

Scope of Employment - All training provided by MTECH in preparation for the MTECH First Responder program (CPR and Basic First Aid Certifications)

3. Procedure

- 3.1 The MTECH First Responder Program provides all personnel present on MTECH campuses (employees, students and visitors) with an assisted medical response from an MTECH employee certified in Basic First Aid and HeartSaver CPR, performing under the MTECH First Responder program.
- 3.2 An MTECH First Responder should be requested through the MTECH Alert Line (801-753-4199) or by contacting a current MTECH First Responder directly. The MTECH Security Department will dispatch an MTECH First Responder to the medical incident. If no MTECH First Responder is available, local EMS/Fire should be called via 911.
 - 3.2.1 If the medical incident exceeds the needs of basic First Aid, local EMS/Fire should be contacted immediately via 911.
 - 3.2.2 MTECH First Responder response will be on a first come first serve basis through the dispatch process, unless help is requested directly to an MTECH First Responder. To qualify for compensation, responders must actually provide care or assistance to the patient involved, including a medical assessment of the patient. Minor incidents will only require one responder to assist. In major incidents that may require more than one responder, the first MTECH responder to arrive will decide if additional help is needed and will request additional help by contacting Security via the alert line. 911 should be notified immediately for all major incidents.
- 3.3 MTECH First Responders shall provide care only within their Scope of Employment, regardless of additional medical certifications or training which may include but is not limited to EMT, RN, LPN, MA, ect. Anything outside of this scope shall be referred to local Fire/EMS via 911.
 - 3.3.1 In any situation where an MTECH First Responder does not feel comfortable with the amount of care they may need to provide, local EMS/Fire should be contacted via 911 to assist.
- 3.4 All medical incidents that require an MTECH First Responder response, and where the MTECH First Responder provided medical assistance, shall be documented via the MTECH incident report writing system.

- 3.5 All medical incidents that occur while on MTECH property shall be reported to the Security Department in a timely manner following the medical incident.
- 3.5.1 Any medical incident involving an MTECH employee or student while functioning under the capacity of MTECH at an offsite location shall be reported to the Security Department in a timely manner and will require an MTECH incident report.
- 3.6 MTECH First Responders will not provide any over the counter medication unless directed to do so by local dispatch authorities or local EMS/Fire responders. No prescription medications shall be administered to any patient unless the MTECH First Responder is able to verify that the patient is currently prescribed such medication.
- 3.7 MTECH First Responders shall follow the Student Health and Safety Procedure (600.637A) and the MTECH Intoxication and Release Procedure (600.621).
- 3.8 Training will be provided by the First Responder Lead quarterly. MTECH First Responders will be required to attend 3 training sessions per year.
- 3.9 Compensation
- 3.9.1 MTECH First Responders shall be compensated for their service according to the following process.
- 3.9.1.1 The Security Manager will update Human Resources and Payroll monthly with a current list of employees assigned as First Responders.
- 3.9.1.2 All First Responders will receive the base compensation of \$25.00 per pay period as a stipend added to the employees' taxable income.
- 3.9.1.3 If an incident occurs, the responding employee will also be compensated for their time at a rate of \$25.00 per hour. A minimum of one hour per incident is allowed for responding to the incident and completion of paperwork. All time spent will be recorded on the employee time card under the correct supplemental pay code, and in the "First Responders" department, (currently 21600), immediately after the service is provided.
- 3.9.1.4 The Security Manager will carefully review all submissions and is responsible to verify the hours recorded align with corresponding Incident Reports.

3.9.1.5 Payroll corrections for First Responders will only be allowed one pay period following the date of the incident.

4. Revision History

Last Reviewed	Executive Staff Approval	Board Approval