



# Carroll County Department of Fire and EMS

## EMS Policies and Procedures

<b>Standard Operating Procedure: 3.01</b>	<b>Effective Date: June 8, 2023</b>
<b>Subject: Med Vault Access</b>	<b>Section: EMS Operations</b>
<b>Authorized: Michael Stoner, Assistant Chief</b>	<b>Revision Date: N/A</b>

### I. PURPOSE

This policy applies to all ALS personnel affiliated with Carroll County to reduce the diversion of controlled dangerous substances and provide for uniformed access to all ALS units.

### II. DEFINITIONS

- A. Med Vault – Brand name of controlled substance container that CCDFEMS is utilizing.
- B. Personal Identification Number (PIN) – A randomly generated 6-digit number that is assigned to ALS clinicians as the pass code to gain entry to Med Vault.

### III. PROCEDURES

- A. All ALS clinicians, affiliated and cleared to function in Carroll County Department of Fire and EMS (DFEMS), will be issued a randomly selected six (6) digit PIN number.
- B. It will be the responsibility of each ALS Clinician to keep the issued PIN number confidential.
- C. All ALS clinicians are responsible for maintaining confidentiality. The ALS clinician could face disciplinary action based upon the reason for revealing the PIN number, however, it is understood that extenuating circumstances could require the clinician to reveal the PIN number to benefit the patient.
  - 1. If the PIN number has been revealed, the clinician shall maintain control of the controlled substances and notify the Shift Commander immediately.
  - 2. The Shift Commander will deactivate the clinicians PIN and assign a new PIN.
  - 3. Once a new PIN has been assigned, the clinician and the Shift Commander shall verify all medication counts are accurate and sealed. Once verified, the medications shall be returned to the Med Vault and the unit shall return to service.
  - 4. The clinician shall provide, through the chain of command, to the Assistant Chief of EMS complete documentation as to why the PIN was revealed. The

documentation will be reviewed, and a determination will be made if disciplinary action is required.

- D. All new Med Vault purchases must be authorized by the Director/ Fire Chief of DFEMS.
- E. The software, user information, and other remotely accessible data shall be managed by DFEMS.
- F. The Shift Commanders and Career ALS Chase cars shall maintain physical override keys. Override keys shall only be used to access the medications in the event of power failure or failure of the keypad on the Med Vault. If the override key is used, notification to the Assistant Chief of EMS is required.

#### IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Med Vault Access or similar content previously issued for personnel of the Carroll County Department of Fire and EMS.