

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**



**MEDICAL OVERSIGHT AND FACILITY COORDINATOR AUTOMATED
EXTERNAL DEFIBRILLATOR PROGRAM AGREEMENT**

The Oversight Physician must be licensed in the District of Columbia and oversee all aspects of the defibrillation program, including training, protocol approval, Automated External Defibrillator (AED) deployment strategies, equipment maintenance and coordination with DC Fire and Emergency Medical Services Department (DCFEMS). The Oversight Physician shall:

1. Review each case in which an AED is used by the District of Columbia Public Access to AED Act of 2000 (PAD) (regardless of the person's actual medical condition).
2. Review suspected Cardiac Arrest that occurs at your facility whether or not the AED was applied.
3. Review the facility AED Report form.
4. Forward the AED Report form to the DCFEMS Department (see address below).

WHO SHOULD FILL OUT THE REPORT FORM?

The report form should be filled out immediately after an incident occurs at your facility ***by the Facility AED Coordinator and the Facility AED Operator***. If the Facility AED Operator is not an employee, then only the Facility AED Coordinator should fill out the report. The facility is not responsible for tracking down bystanders who are active in the resuscitation process. However, the report should accurately reflect that a bystander and not a facility employee initiated the CPR process. The Facility AED Coordinator should review the report and help clarify any questions that the caregiver may have concerning the report.

WHEN DOES A REPORT NOT NEED TO BE FILLED OUT?

The report does not need to be filled out for non-cardiac related false alarms when the AED is retrieved but the pads are not applied. (Example: A customer feels ill and the AED is brought to the patient's side. The caregiver at the scene does not put the AED pads on the patient because the patient is not suspected of having a cardiac arrest.)

WHAT ARE THE RESPONSIBILITIES OF THE FACILITY AED COORDINATOR?

The Facility AED Coordinator shall ensure that:

1. All expected AED users receive training and maintain certification from the American Heart Association, the American Red Cross, or successfully complete an equivalent national or state recognized course in cardiopulmonary resuscitation (CPR) and use of an AED.

2. Notice is provided to DCFEMS within 24 hours anytime an AED is used or a suspected cardiac arrest occurs in your facility whether or not an AED was used. The notice must state that a full AED Incident Report will soon be arriving and include the date and time of the incident.
3. Facility defibrillators are maintained and tested according to the manufacturer's operational guidelines, and written records of maintenance and testing are maintained.
4. The AED Program is registered with the DCFEMS Department.
5. DCFEMS is notified of any changes to the program as soon as possible.
6. Data on all AED use is reviewed by the Oversight Physician and submitted to the DCFEMS Department within 72 hours.
7. The certificate of registration is renewed every 4 years in accordance with DCFEMS Department guidelines.
8. All equipment and supplies, training, certification and licenses will be kept current during the Certification of Registration.
9. The Program AED Certificate is clearly displayed in the facility and is available for inspection, if needed.
10. The Application Fee, AED Report Forms and all other inquiries are mailed or faxed to the following:

DC Fire and EMS Department
Office of the Fire Chief
Attention: PAD Program Coordinator
2000 14th Street NW, 5th Floor
Washington, DC 20009
Phone (202) 673-3320 Fax (202) 462-0807
10. Ensure that a \$25 application fee payable to **DC Treasurer** is included for each facility and/or site being registered. Only fees paid by Money order, Certified Check, Company Check, or SF 3881 ACH forms or its equivalent will be accepted.

WHAT IS THE RESPONSIBILITY OF THE FACILITY'S AED COORDINATOR REGARDING THE REPORT FORM?

1. Answer any questions the AED operator has when filling out the form. Any further questions should be directed to DCFEMS (202) 673-3320
2. Ensure that the **form is completed in its entirety**. The AED Coordinator must forward the completed AED Report Form to the Oversight Physician for review.
3. Maintain on file at the facility the original AED Report Form. Due to the confidential nature of this document, it should be stored in a secure room and locked.

WHO WILL SEE THIS REPORT?

This is a confidential report which contains Protected Health Information and is therefore subject to applicable laws and regulations, including HIPAA and the regulations promulgated there under. The Facility AED Coordinator should keep the original copy on file at the facility and a copy should be sent to DCFEMS for quality control purposes. It will only be viewed by the Facility AED Coordinator, the AED operator (if different than the AED Coordinator), the Oversight Physician and DCFEMS.

