



Pre-hospital Care Standard Operating Procedure

Time Data Definitions

REVIEW:	June 2010	
APPROVAL/ ADOPTED:	PHC Policy Board	
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Aims:

- To ensure consistency in recording accurate times
- To allow meaningful data analysis from HEMS missions

Background:

It is imperative that there is consistency with the recording of accurate times, from both clinical and legal perspectives. Historically, there have been inconsistencies within disciplines as well as between different groups in the system. This document describes the methods and definitions used by HEMS personnel.

Policy:

1. Ensuring consistency

- All devices with clocks need to be synchronised at the start of each shift. All times should be set to the main clock in EOC. Examples include
 - Propaq monitors
 - Car dashboard clock
 - Personal watches
- Care should be used if taking times from Ambulance Crews as the clocks in ambulances are not centrally set and monitor clocks are rarely adjusted.

2. Specific Timings (as required on run sheets and activation records)

- **Call origin time or 999 time:** The time when the earliest call on the specific incident was started in EOC by the call taker - Printed on the AS1
- **HEMS activation:** When the activation button is pressed in EOC or the start of the call made to DA77 by the flight paramedic in EOC.
- **On scene:** The time that the medical team have arrived on scene as indicated by the paramedic or doctor calling Red Base on the RT. Can also be identified from the time the pilots landed for Alpha landings.
- **Depart Scene:** In a primary transfer by air, it is when the aircraft lifts from scene (ask the pilots en route to the Hosp). If there is a need for ambulance transport to the aircraft from the incident scene, then the time of take off is still the scene departure time. If it is a ground escort, the time should be taken from the transporting vehicle's Mobile Data Terminal (after the call, ask the crew for the times).
- **Arrive at hospital:** The time the aircraft lands on the deck (ask the pilots - it is in the log) or on a ground escort, when the ambulance arrives at the hospital as recorded by the MDT on that vehicle (i.e. not the time onto the resus trolley)

3. Shift Times

- The morning shift starts at 07:30 and staff should be ready to take a call at this time (Monday to Friday inc).
- On Saturday and Sunday, the team should be ready to take a call at 07:00
- The aircraft will arrive on the deck between 08:00 and 08:10, depending on fuelling and air traffic considerations at Denham.
- The aircraft will depart at sunset or at 18:45, whichever is the sooner.
- The DA77 team will be ready to start their shift at 18:00 (Sunday to Thursday).
- During summer operations (British Summer Time), the medic 1 team complete their shift at 18:45 (19:00 Friday and Saturday). In the winter (GMT), the shift finishes at 18:00 (19:00 Friday and Saturday).
- On Friday, DA99 starts at 18:00 and finishes at 01:00. DA77 starts at 22:00 and finishes at 07:00.
- On Saturday, DA77 starts at 19:00 and finishes at 07:00

4. Late Calls

- The aircraft departs either at sunset or at 18:45. The paramedic in EOC can allocate the aircraft up until that time but absolutely not later. In the summer, if the EOC clock is 18:44 then you can press the activation button but not once it changes to 18:45. The time is when the button is pressed and not the time it is answered or the when the call is completed.
- The sunset time (off-line) will be passed to EOC by the pilots in the autumn for the whole winter. The sunset time is entered in the EOC diary and abided by as above.