

## EMS Time-Out:

### Training video and suggested instructions

#### Requirements:

- An EMS unit en route with a patient to your facility
  - "Prehospital EMS Interim Report / EMS Time Out Report" form
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- 1) A **\*\*\*BRIEF\*\*\***Radio / Phone report is given\*, with the bare essentials only:
    - a. (EMS unit #) inbound; 10-minute ETE...65 YO female (or brief demographics by phone) Chief Complaint of \_\_\_\_\_; (Stable or Unstable).
      - i. *This step omitted for agencies that do not call in pre-arrival reports.*
  - 2) "Interim Report / Time Out" forms are stored next to the ED phone / radio station for taking pre-arrival reports.
  - 3) If a pre-arrival report was given, the form would be placed in a blank chart, or a bed / Nurse assignment could be made, depending on ED policy.  
  
-----EMS ARRIVES-----
  - 4) The individual accepting the handoff (typically Nurse or Physician) accompanies EMS into the room.
  - 5) **Nurse documenting on the form calls "EMS Time Out"**
    - a. **All patient movement and conversations in the room stop**
    - b. **EMS provides a verbal report over 30 seconds, following the format of the form\***
    - c. Any questions & patient movement may then resume
  - 6) EMS initials form to check for any treatment, history, assessment or other reporting discrepancies or omissions.
    - a. Charting overload alert: EMS crews know ER staff is busy...there is a disclaimer on the form clearly stating the form is not required to be perfectly complete.
  - 7) Time Out form may be stickered and should become part of the patient's chart.
  - 8) This form should also serve as interim record until EMS electronic patient report can be accessed by hospital staff.
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\* Both the initial verbal phone/radio report from EMS and the bedside Time-Out verbal report **should be given in the same sequence as listed on the form.**

The "Prehospital EMS Interim & Time Out Report" form is available for download at [pcad653.com](http://pcad653.com) in pdf and MS word formats.

The Time-Out training video is available for viewing / download at:

<https://pcad.box.com/s/34kc975dqdhuaqjbnfvayrecvd0gqpe> (high resolution, 422.1 MB)

[www.facebook.com/pcad653/](http://www.facebook.com/pcad653/)