

UGANDA CHRISTIAN UNIVERSITY

AMBULANCE USE POLICY

INTRODUCTION

Ambulance availability and use is an essential service for a fully functioning healthcare or medical clinic serving an active university population. Restrictions on ambulance use are necessary so that stakeholders know when and when not to request or use an ambulance. Ambulance services can be expensive, but these are necessary expenses not recoverable for a university ambulance service like they are in a typically operated private enterprise ambulance service.

Ambulances are designed for emergency use only in saving lives, including rapid response to the needs of sick and injured persons for purposes of transportation *under qualified medical care and supervision* to healthcare facilities. Uses of Ambulances are restricted, and unrestricted uses are neither recommended nor allowed at Uganda Christian University. Therefore, the Ambulance should not be used for routine or follow-on care of a non-emergency nature.

Core Policy: Ambulances owned and operated by Uganda Christian University must be maintained, operated, and/or used according to the following criteria:

1. Maintenance of vehicle parts and portions of an Ambulance are the responsibility of the Estates Manager who is responsible for proper maintenance of all other campus-owned vehicles. Routine preventive mechanical maintenance and constant readiness of an Ambulance's capability for rapid response is the responsibility of the Estates Manager who insures the success of this work through qualified vehicle mechanics.
2. Maintenance of Ambulance medical equipment and supplies is the responsibility of the Director/Medical Services and those working under the oversight of this position. Ordering and reordering medical supplies, maintaining sterile supplies, keeping a minimum equipment list, and the internal cleanliness of the patient transport and cargo space is the responsibility of the Director/Medical Services.
3. Ambulance Drivers must be trained and qualified licensed emergency vehicle operators by the laws of Uganda. Nobody else is authorized or deemed qualified to drive and/or safely operate an ambulance. Scheduling Ambulance Drivers so that they are available 24 hours/day, 7 days/week, for rapid response to all possible and actual emergencies is the responsibility of the Estates Manager in full coordination with the Director/Medical Services.
4. Ambulance Attendants must be qualified employees of the campus clinic trained and certified for emergency medical care. A Rapid Response Team, as a minimum, consists of the Ambulance Attendant and Driver, and during calls requesting emergency medical help, either actual or perceived emergencies in the eyes of those making the request, these two employees are needed for a rapid response.

5. Ambulance use is restricted to rapid response for medical emergencies involving the sickness and/or injury of the University's students on and off campus within a 50 kilometer radius from the center of the campus. The Ambulance must be kept in readiness for emergency response to the needs of sick and/or injured *on-campus* faculty, staff, family members of faculty/staff, and guests. Negligence and delays in rapid response by a Rapid Response Team is cause of great concern, and can lead to loss of employment following a review directed by the Deputy Vice Chancellor (DVC F&A).
6. Ambulance use is restricted in transporting a dead body or bodies to a morgue only when the Estates Manager and/or Director/Medical Services deem necessary. Customary courtesies will be afforded surviving family members and friends whenever handling a deceased person's body. At such times, only one (1) at most two (2) family member(s) is/are allowed to ride with the body inside the ambulance. Ambulance Drivers and Attendants are prohibited from collecting fees-for-services from a deceased person's family, as too often happens under-the-table in Uganda. Ambulance use is restricted from transporting deceased bodies to a funeral site, as ambulances are not designed for use as hearses.
7. Ambulance use is restricted to qualified persons only—driver and attendant(s)—who must complete trip tickets on every occasion of use, noting on the trip ticket what supplies are used, the nature of the emergency, name of the patient transported, where the pickup and delivery points are located, and all other pertinent information required by the Director/Medical Services and/or the Estates Manager. One completed copy of the trip ticket will be provided to the Estates Manager and one copy to the Director Medical Services. The original trip ticket will be forwarded to the Deputy Vice Chancellor (Finance & Administration) within 48 hours of the trip. Trip tickets will be signed and dated by both the Ambulance Driver and the Attendant.
8. In exceptional circumstances, the Vice Chancellor may authorise use of an Ambulance for persons or purposes other than those listed above.

Approved by Vice Chancellor

(date)