



**“Florida Aeromedical Association (FAMA) & Florida Chapter of Air Surface Transport Nurses Association (ASTNA)” Action Plan For  
 EMS 2008 – 2010 Strategic Plan Objective Number “7.3”  
 FAMA President-Elect: Kathy Koch ASTNA President-Elect: Brian Burrell  
 Date: “Insert Date Submitted to the Bureau (updates to be submitted quarterly)”**

**Strategic Objective #**

7.3 Improve crew resource management and education

**Measure(s):**

- # of programs that have established air medical crew resource management as part of the initial orientation process and annual training requirements
- # of programs utilizing a risk assessment tool for flight crew
- # of programs/providers with a dedicated, operational education committee or training coordinator
- # of programs with initial training requirements to include 4 hours of safety training and 4 hours of flight specific training
- # of air programs/providers with an operational awareness course

	ACTION STEPS	RESPONSIBLE PERSON	TIME LINE	STATUS
A	Establish standardized minimum initial safety core competencies for all personnel involved in air medical transport	Florida AeroMedical Association Florida Chapter of ASTNA Florida Neonatal Pediatric Transport Network Florida EMS Pilots Association  Resources: As outlined in goal 7	To Be Determined by assigned party Needs to be within June 2010  Or rolled into 2010 – 2012 plan after this planning cycle is complete	•
A1	Identify existing national standard curriculum	Florida AeroMedical Association Florida Chapter of ASTNA Florida Neonatal Pediatric Transport Network Florida EMS Pilots Association  Resources: As outlined in goal 7	To Be Determined by assigned party Needs to be within June 2010  Or rolled into 2010 – 2012 plan after this planning cycle is complete	•
A2	Survey for baseline data based on existing best practice to include risk assessment tool	Florida AeroMedical Association Florida Chapter of ASTNA Florida Neonatal Pediatric Transport Network Florida EMS Pilots Association  Resources: As outlined in goal 7	To Be Determined by assigned party Needs to be within June 2010  Or rolled into 2010 – 2012 plan after this planning cycle is complete	•

	<b>ACTION STEPS</b>	<b>RESPONSIBLE PERSON</b>	<b>TIME LINE</b>	<b>STATUS</b>
B	Adopt mandatory safety continuing education for all personnel involved in air medical transport	Florida AeroMedical Association Florida Chapter of ASTNA Florida Neonatal Pediatric Transport Network Florida EMS Pilots Association  Resources: As outlined in goal 7	To Be Determined by assigned party Needs to be within June 2010 Or rolled into 2010 – 2012 plan after this planning cycle is complete	•
B1	Identify best practices from the following organizations/agencies: FAA; CAMTS; ASTNA; NEMSPA; IAFP; AAMS; NAACS; and law enforcement	Florida AeroMedical Association Florida Chapter of ASTNA Florida Neonatal Pediatric Transport Network Florida EMS Pilots Association  Resources: As outlined in goal 7	To Be Determined by assigned party Needs to be within June 2010 Or rolled into 2010 – 2012 plan after this planning cycle is complete	•
B2	Identify best practice in utilizing aviation experts for safety training.	Florida AeroMedical Association Florida Chapter of ASTNA Florida Neonatal Pediatric Transport Network Florida EMS Pilots Association  Resources: As outlined in goal 7	To Be Determined by assigned party Needs to be within June 2010 Or rolled into 2010 – 2012 plan after this planning cycle is complete	•
B3	Survey for baseline data	Florida AeroMedical Association Florida Chapter of ASTNA Florida Neonatal Pediatric Transport Network Florida EMS Pilots Association  Resources: As outlined in goal 7	To Be Determined by assigned party Needs to be within June 2010 Or rolled into 2010 – 2012 plan after this planning cycle is complete	•
C	Establish operational awareness training for ground crews involved in transport	Florida AeroMedical Association Florida Chapter of ASTNA Florida Neonatal Pediatric Transport Network Florida EMS Pilots Association  Resources: As outlined in goal 7	To Be Determined by assigned party Needs to be within June 2010 Or rolled into 2010 – 2012 plan after this planning cycle is complete	•
C1	Evaluate the current DOT air medical crew curriculum course. Suggest revisions, course format, course implementation, didactic components, minimum requirements, etc.	Florida AeroMedical Association Florida Chapter of ASTNA Florida Neonatal Pediatric Transport Network Florida EMS Pilots Association  Resources: As outlined in goal 7	To Be Determined by assigned party Needs to be within June 2010 Or rolled into 2010 – 2012 plan after this planning cycle is complete	•

	ACTION STEPS	RESPONSIBLE PERSON	TIME LINE	STATUS
C2	Survey programs for best practices (Utilize predestinated areas or spontaneous setup?; Do you have a program to educate the public on dangers of LZ?)	Florida AeroMedical Association Florida Chapter of ASTNA Florida Neonatal Pediatric Transport Network Florida EMS Pilots Association  Resources: As outlined in goal 7	To Be Determined by assigned party Needs to be within June 2010 Or rolled into 2010 – 2012 plan after this planning cycle is complete	•
C3	Develop set of standards	Florida AeroMedical Association Florida Chapter of ASTNA Florida Neonatal Pediatric Transport Network Florida EMS Pilots Association  Resources: As outlined in goal 7	To Be Determined by assigned party Needs to be within June 2010 Or rolled into 2010 – 2012 plan after this planning cycle is complete	•
C4	Identify potential funding source	Florida AeroMedical Association Florida Chapter of ASTNA Florida Neonatal Pediatric Transport Network Florida EMS Pilots Association  Resources: As outlined in goal 7	To Be Determined by assigned party Needs to be within June 2010 Or rolled into 2010 – 2012 plan after this planning cycle is complete	•
D	Establish a minimum one day annual air medical safety summit  Notes: <ul style="list-style-type: none"> <li>• Look at evaluations from previous year</li> <li>• Monitor industry activity for current topics and trends</li> <li>• Dissemination of information and outcomes</li> <li>• Webpage Utilization (State website link)</li> </ul>	Florida AeroMedical Association Florida Chapter of ASTNA Florida Neonatal Pediatric Transport Network Florida EMS Pilots Association  Resources: As outlined in goal 7	To Be Determined by assigned party Needs to be within June 2010 Or rolled into 2010 – 2012 plan after this planning cycle is complete	•

**\*\*Utilize last 5 minutes of meeting to complete action plan template to report progress on *strategic plan objectives or other activities being conducted by your committee/workgroup.***

Instructions on How to Complete the Above “Strategic Planning/Action Plan Template”:

1. Be sure to insert your committee/workgroup name in the header (delete red text and insert name).
2. Delete red text indicating “Insert Number” and insert your assigned objective number.
3. Delete red text indicating “Insert Name” and insert the name of the committee chair.
4. Delete red text indicating “Insert Date Submitted to the Bureau...” and insert the date submitted.
5. Strategic Objective: List the strategic objective # and the objective listed in the Strategic Plan.
6. Measure: List the measure for that specific objective # which is listed in the Strategic Plan.
7. Action Steps Column: Insert an action step your committee will be taking to meet the strategic objective. Please list steps separately under the “Action Steps” column (add additional rows when necessary). For example, if your objective is to integrate pediatric issues into educational programs then one of your action steps may be to survey all provider agencies to identify pediatric issues they frequently see. Insert “Develop Pediatric Issues for Providers Survey” as an action step. Additional action steps may be needed to complete this task, such as, deployment of survey; list this as a separate action step.
8. Responsible Person: Please list the specific committee member that has lead on this task.
9. Timeline: List the timeframe to complete the task, if the task is complete type in “Complete” in that column.
10. Status: List the status of the task. Insert bullets that outline the steps that have been taken to complete that task. For example, if the task is to “Develop Pediatric Issues for Providers Survey” some of the steps may include: developing the questions for the survey, contacting the Bureau to assist with the distribution of the survey, etc... Each of these steps would be a separate bullet.
11. Send updated action plan to the Bureau of EMS to be posted on the web. This is why the responsible person is important. Other committees may need your assistance and need a specific point of contact.

You are not limited to the amount of rows for action steps. If you are utilizing the electronic version of this template, you may click in a row (be sure cursor is in the row), and then select table, then select insert rows below. This will add additional rows you will need as your committee makes progress with the assigned objective.

Developing your action plans may assist your committee in determining future needs for EMS. These may be ideas for future strategic plans. Please make note of those issues that come up for future strategic planning sessions.