

Deployment equipment and medicines list

Policy | MOB-POL-002

Document type	Policy
Title	Deployment equipment and medicines list
Document ID	{{facility.code}}-MOB-POL-002
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 13 (Mobile Clinic and Outreach), criterion 13.2
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

At a glance: what to do

1. Each deployment has a defined list of the equipment, medicines and emergency items for the services offered.
2. The list is checked before the vehicle leaves (MOB-FRM-002).
3. Medicines are carried and stored as the medicines rules require (PTR-REG-002).
4. A missing item stops the service it supports, or the service is changed.

Stop and get help straight away if: a deployment leaves without its emergency items, or a service runs without the item it needs.

1. Purpose

To make sure the unit carries what it needs for the services it offers, away from a hospital (13.2).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of {{facility.legal_name}}
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions and abbreviations

Term	Meaning in this SOP
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background and rationale

To make sure the unit carries what it needs for the services it offers, away from a hospital (13.2).

5. Responsibilities

Role	Duties in this SOP	Competence needed
Outreach lead	Owens the list for each service	Clinician
Driver or team member	Checks the vehicle against the list	Driver

6. Equipment, materials and resources

Item	Specification or standard	Check before use
Records and forms named in this document	Current version	Checked before use

7. Safety and infection prevention

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Follow the steps in order. Where a step says "If", take the action for the case that applies. Do not skip a step. If a step cannot be done, use section 11 and section 12.

Step	Action	How to do it	Key point
1	Set the list.	• Define the equipment and medicines list for each service offered.	A list for each service.
2	Check before leaving.	• Check the vehicle against the list on MOB-FRM-002 before departure.	Before departure.
3	Record the gap.	• Record any missing item and the action taken.	Gap recorded.

Decision points

- No decision points in this procedure.

10. Special situations

Situation	What to do
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

11. Problems and escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

12. Monitoring and compliance

What is checked	Target	How often	Who	If the target is missed
Deployments that left with a complete list	100%	Each deployment	Outreach lead	Escalate to clinical director

13. Records

Record	Where it is kept	Kept for
Record named in this document	Patient record or the area file	{{facility.records_retention_years}} years

14. Training and competence

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

15. Related documents

ID	Title	Relationship
MOB-FRM-002	Deployment equipment and medicines check	Record
PTR-REG-002	Vehicle maintenance, equipment and medicines check register (existing, reused)	Register

16. Evidence

ID	Source and status
E-009	Based on WHO classification and minimum standards for emergency medical teams (2013).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus. Items marked EC are reviewed by the Committee each year.

17. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval