



## Transport Observation Program (TOPS) Guidelines

If you have scheduled your observation flight, please read these guidelines, sign at the bottom and present to the Flight Nurse Specialist on the day of your observation flight.

**Be prepared to also present professional licensure, photo ID (Driver's License), and hospital ID badge on your observation day**

This program is designed as an observational experience for hospital and prehospital care providers interested in learning about Metro Life Flight and its functions.

### UNIFORM

Professional appearance required. Dark slacks, polo/collar shirt, sturdy footwear, such as dark boot/hard-soled shoes and other weather appropriate attire. EMS/Fire/Police may wear uniform. **NO WEAPONS, NO SCRUBS, NO DENIM, NO JEANS, NO LAB COAT, NO CLOGS, NO TENNIS SHOES, NO FLIP FLOPS, NO SANDALS, NO SNEAKERS (or shoes that resemble that style).** Crew on duty will provide "Observer" badge. To avoid role confusion we ask that on your observation day that you do not wear any MLF clothing or borrow any of the crew's apparel. Observers not dressed appropriately will be asked to reschedule

### HEALTH AND WEIGHT CONSIDERATION

Weight must be less than 220 lbs and rider must be able to enter and exit aircraft without difficulty. **No pregnant observers.** All participants must be able to be belted into aircraft seat.

### MISCELLANEOUS

Certain conditions may limit the number of flights you may accompany. If you do not get a flight on your shift, you may reschedule. (PR's, cancelled flights or ground transports are not considered flights.)

Bring a book or something to do between flights and please bring your own food – meals are not provided. During flight, you will be asked to keep personal belongings to a minimum; however, please be sure to bring a cell phone should you encounter a particular transport where occupancy weight becomes an issue or a family member needs to fly with the patient. There is a possibility that you may be left at a scene or hospital and may need to make transportation arrangements. Please remember to maintain professionalism throughout the day.

Metro Life Flight is a covered entity under HIPAA; riders must comply with the Rules' requirements to protect the privacy and security of health information for all patients.

**Please call your designated base 24 hours in advance to ensure no changes for your flight day. When you call, please leave a contact phone number in case you need to be reached prior to arrival.**

### Base Locations:

**Lorain Base: (440) 323-1260** – Lorain County Regional Airport, 44050 Russia Rd- Elyria, OH 44035

**Portage Base: (330)-297-7563** – Portage Flight Center, 4039 Nanway Blvd - Ravenna, OH 44266

**Wayne County Base: (330) 669-2249** – Wooster Wayne County Airport, 6020 Honeytown Rd, Smithville, OH 44677

I have read and reviewed the guidelines for observing Metro Life Flight and will provide proof of licensure upon arrival at Metro Life Flight Base

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date