



Transport Observation Program (TOPS) Guidelines

This program is designed as an observational experience for public safety, hospital, and prehospital care providers interested in learning about Metro Life Flight. If you have scheduled your observation flight, please read and review these guidelines.

Be prepared to present photo ID (driver's license) and professional licensure / hospital badge to the Flight Nurse Specialist on your observation day. You will be asked to sign a consent form and will also be weighed upon arrival to the base so that the pilots can accurately calculate aircraft weight and balance to ensure safe operations.

UNIFORM: Professional appearance is required. Consider dark pants, polo/collar shirt, sturdy footwear such as dark boot/hard-soled shoes, and other weather appropriate attire. EMS, Police, and Fire may wear uniform. **No weapons, no scrubs, no lab coats, no denim or jeans, no dress or high-heeled shoes, no tennis shoes or sneakers, no flip flops or open-toe sandals.** 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 CONSIDERATIONS: **Weight must be less than 220 lbs**, and the observer must be able to safely enter and exit the aircraft and fasten the seatbelt without difficulty. No pregnant observers.

MISCELLANEOUS: Certain conditions may limit the number of flights you may accompany the crew on. If you do not get a flight on your shift, you may reschedule. 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 in case you encounter a 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 your own transportation arrangements.

Please remember to maintain professionalism throughout the day. Metro Life Flight is a covered entity under HIPAA. Observers must comply with the HIPAA rules and regulations to protect the privacy and security of health information for all of our patients.

Please call your designated base 24 hours in advance to ensure that there are no changes for your scheduled flight day. When you call, please verify your cell phone number with the duty crew in case someone needs to contact you prior to your arrival.

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

Wayne County Airport (330) 669-2249
6020 Honeytown Rd - Smithville, OH 44677