

Definitions

The following terms and abbreviations are commonly used in Boston EMS and in this manual:

"Acting" Position:	An employee who is filling a temporary vacancy in a promotional position until such vacancy is filled on a permanent basis;
Administration:	The management and command level of Boston EMS including administrative staff assigned to EMS Headquarters;
ALS:	Advanced Life Support: a paramedic unit or the advanced procedures and skills performed by an EMT-Paramedic
Associate Medical Director:	A physician employee of the Department who assists the Medical Director with ongoing Department training, Quality Assurance, and Research projects. May function as medical director or department liaison on special projects;
BLS:	Basic Life Support: a Basic Life Support ambulance or the procedures and skills performed by an EMT-Basic;
Bureau:	A major subdivision of Boston EMS comprised of Sections and Divisions.
Cadet or EMS Intern:	An employee in training to become eligible as a Recruit EMT;
Captain:	A ranking officer with supervisory and inspectional responsibilities as assigned; A Captain is subordinate to a Command Staff Officer and superior in rank to a Lieutenant; the "Training Supervisor" and "Principal EMT" job titles hold the rank of Captain.
Chief of Department:	Highest ranking Command Staff member charged with authority and responsibility for overseeing the day-to-day operation of the

	Department.
CMED:	Central Medical Emergency Direction; Boston EMS is the contracted provider of CMED Services for Massachusetts EMS Region IV;
CMR:	Code of Massachusetts Regulations;
COB	City of Boston
COBTH:	The Conference of Boston Teaching Hospitals; a consortium of area receiving hospitals participating in providing medical care and disaster management to the Boston area;
Command Staff:	The command level of Boston EMS with responsibility for coordinating and directing all activities of the Department;
Department:	Boston Emergency Medical Services (Boston EMS);
Deputy Superintendent	A member of the Command Staff with authority and responsibility for a particular shift, special event, or special project; superior in rank to Captain, and subordinate to Superintendent;
District:	A geographical area of the City comprised of census tracts, for the purpose of establishing ALS and BLS response and service areas;
Division:	A geographical portion of the city comprised of one or more districts (eg. Division 1, Division 2); a component of a Bureau of Boston EMS.
DPH:	The Massachusetts Department of Public Health;
Emergency Medical Technician (EMT):	A generic term describing all levels of certification as set forth in the Massachusetts General Laws, Chapter 111c and the pertinent regulations under the law;
EMT-Basic:	A Department employee who has successfully completed the Boston EMS classroom and field internship, and has become certified to perform

	Basic Life Support Skills;
EMT-Paramedic:	A Department EMT who has successfully completed the Boston EMS ALS clinical training and field internship and is certified by both State regulations and Boston EMS policies to perform Advanced Life Support skills;
EMT-Recruit:	An employee who is undergoing a didactic orientation or a field internship in order to be considered for promotion to EMT-Basic;
ETA:	Estimated Time of Arrival;
Executive Director:	The Executive Director of the Public Health Commission;
First Responder:	Public safety personnel trained in CPR and basic first aid, as set forth by 105 CMR 171.000, the Massachusetts First Responder Training Regulations;
Lieutenant :	A supervisory officer with administrative and clinical responsibility and authority over EMTs, recruits, and EMS intern, and administrative responsibility and authority over EMT-Paramedics. Lieutenants may be assigned operational supervision over Field Units and Dispatch Operations personnel. Formerly referred to as Senior EMT;
MCI:	Multiple (or Mass) Casualty Incident;
Medical Director:	The designated emergency physician with overall responsibility for clinical protocols, clinical standards and practices, clinical training, research projects, Medical Control, physician support to Boston EMS and physician overview of medical continuous quality improvement activities;
Patient Care Report (PCR):	The designated form or electronic template for documenting all aspects of patient assessment and treatment. It is completed for each ambulance response or other incident unless the unit is canceled prior to arrival. Also

	referred to as a trip sheet;
Permanent Employee:	A person employed in a civil service position: (1) following an appointment subject to serving a probationary period; (2) following a promotional appointment;
PHC:	The Boston Public Health Commission. Boston EMS is a bureau of the PHC;
Probationary Employee:	An employee who has not completed the prescribed probationary period;
Section:	A component of a Division of Boston EMS; and also a functional subdivision within the Incident Command System;
Service Zone Plan:	In accordance with MGL c 111C, a comprehensive plan that defines the local EMS resources and describes how those resources will be used and coordinated;
Shift Commander:	A Department certified EMT-Paramedic member of the Command Staff with authority and responsibility for a particular shift, division, or special project; a Shift Commander holds the rank of Deputy Superintendent;
Stations:	Designated base locations or quarters for Department personnel and equipment;
Superintendent:	A ranking Command Staff Officer superior to Deputy Superintendent, and subordinate to the Superintendent in Chief
Superintendent in Chief:	A ranking Command Staff officer with responsibility for all uniformed members of the service; superior to Superintendent, and reports directly to the Chief of Department;
Trip:	An ambulance call or run;
Two-Tiered Response:	A response requiring the dispatch of both a BLS and an ALS ambulance;
Uniformed Member:	Personnel holding the following ranks are

considered uniformed members of the service:
Chief of Department, Superintendent in Chief,
Superintendent, Deputy Superintendent,
Captain (Principal EMT), Captain (Training
Supervisor), Lieutenant (Senior EMT), EMT-
Paramedic, EMT-Basic and EMT-Recruit.

Unit:

A response vehicle; e.g., a BLS unit, or Field
Supervisory unit; a specialized group such as
the Bike Team Unit