

Hennepin County EMS Council
Medical Control Hospital Radio Checks Procedure
Approved by the Hennepin County EMS Council
April 10, 2025

I. Purpose & Applicability

The purpose of this procedure is to establish standards within the Hennepin County for conducting radio checks to assure the integrity of the medical control communication system. This procedure applies to facilities approved by the Hennepin County EMS Council to provide medical control (see EMS Council Medical Control Hospital Policy).

II. Radio Check Procedure

1. At 8 am on the first Monday of each month, West MRCC will send a notification e-mail to each medical control hospital's EMS Council regular administrative representative (or designee) informing them that the mandatory radio check will start on the first Tuesday of the month and run through the end of the month. The email will contain instructions on how the radio check will be conducted.
2. West MRCC will initiate radio checks throughout the month. West MRCC will attempt to randomize the day and time of the monthly radio checks to ensure that staff across all shifts are proficient in the use of the medical control radio(s).
 - West MRCC will contact each medical control hospital via phone call to request a monthly radio check. West MRCC will instruct the individual to go to the medical control radio and hail West MRCC on their medical control talkgroup.
 - The initial hail by the medical control hospital on their medical control talkgroup shall be stated: "West MRCC, this is <hospital name> on <hospital name> medical control talkgroup, radio check." West MRCC will acknowledge the radio check with "<hospital name>, West MRCC copies the medical control radio check."

- West MRCC will log the date, time, and first name with last name initial of the individual performing the radio check and additional pertinent information in the West MRCC Medical Control Radio Check Log. West MRCC will log all issues and/or barriers experienced during the monthly medical control radio checks.
 - Medical control hospitals may be required to complete an online survey to notify the Hennepin EMS Council that the radio check was successfully performed.
3. West MRCC will complete and send the West MRCC Medical Control Radio Check Log to the EMS Council.

III. Compliance

1. Hospitals that were unable to complete one monthly radio check will receive a follow-up contact from the EMS Council. The EMS Council and West MRCC will work with the hospital to address issues that prohibited the completion of the monthly radio check.

End of Monthly Radio Check Procedure