

PRODUCT DESCRIPTION



Project: Country Dispatch Review

Release:

Date:

Product Title: Call out guideline template

Identifier:

Author:

Owner:

Client: /A

Document Ref:

Version No: 1.0

1 Product Description History

1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found at this location –

1.2 Revision History

Date of this revision:

Date of next revision:



Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3 Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version
Justin Fonte				

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version



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3 Identifier

4 Title

Country Ambulance Call Out Guideline Template

5 Purpose

The product will guide the collection of relevant data required to effectively dispatch a country ambulance. The template will ensure that data is appropriate, relevant, necessary, presented in the order that it is normally required by State Operations Centre communications officers and presented in format that is consistently replicated across sub centres.

6 Composition

Excel spreadsheet template

7 Derivation

This will be a new product, designed and created from scratch.

8 Format & Presentation

Excel spreadsheet

9 Development Skills Required

- Subject matter expertise from State Operations Centre, Country Ambulance Paramedics, Country Ambulance Volunteers.
- Group facilitator.

10 Quality Responsibilities

Producer:

Reviewer:



Approver:

11 Quality Criteria	12 Quality Tolerance	13 Quality Method	14 Quality Skills
Easy to understand and fit for purpose. No external standards or criteria to apply	Nil	Expert review Pilot Testing	Sound knowledge of both Country Ambulance and State Operations Centre operations.

