

**Pennsic 36 Chirurgeonate
Standard Operating Procedures
for Treating Chirurgeons
and Nonmedical Volunteers**

Introduction

Welcome to Pennsic, and thank you very much for volunteering your time to help keep the populace safe and healthy.

The policies in this document are to be considered an event-specific addition to the Society policies for the Chirurgeonate, and to any policies mandated by the Pennsic Mayor. In the event of conflict between this document and a higher-level policy, the higher level policy prevails.

We always want to improve the way we do things, to provide better patient care to the populace. Accordingly, this year we have reduced by one the number of layers in our organization, and we have simplified some of the paperwork. Of course, some documentation is necessary so that we can provide statistical data to next year's Mayor, Chirurgeons, and Marshals in order to help improve the safety of Pennsic.

If you have suggestions for ways we can improve further, please let us know. Understand that it may not be practical to make major changes in the middle of Pennsic, but if nothing else we would like to capture the ideas for consideration in next year's plan. That being the case, it would be helpful if suggestions were put into a brief note, along with your contact information in case next year's team would like to contact you to discuss your idea in detail.

Should you have any concerns about the quality of care, or of management and leadership, please bring these to the attention of the Crew Chief, the on-duty Deputy Chirurgeon Coordinator, or the Chirurgeon Coordinator, as soon as possible so that the problem can be addressed. We cannot fix problems of which we are not aware.

Again, thank you for volunteering your time this Pennsic!

In service to the Chirurgeonate and Pennsic,

Justinos Tekton called Justin
PW36 Chirurgeon Coordinator

Chain of Command

(Note: This section is the same for all versions of the Standard Operating Procedures.)

All Chirurgeons and Nonmedical Volunteers report administratively through the Pennsic chain of command to Mistress Rosamund Beauvisage, the Mayor of Pennsic 36, and thence up the Seneschallate chain of command to the Board of Directors of the SCA. It is important to understand that although the Chirurgeonate's warranting authority is the applicable Kingdom Chirurgeon, the Mayor of Pennsic is ultimately in charge of all activities and staff on site.

This document covers only the chain of command within Pennsic, and not external warranting or administrative authorities which are documented elsewhere.

Senior Staff

Maistor Justinos Tekton, called Justin, is the Chirurgeon Coordinator (also the “CIC” in the terminology of the Chirurgeon's Handbook) and in charge of this department. He reports to Duchess Caitlin Stuart, the Deputy Mayor for Event Resources. The title “War Chirurgeon” is still used informally, and is not (nor has ever been) official.

Three Deputy Chirurgeon Coordinators (DCCs) and one Administrative Assistant report to Justin:

Mistress Amaryllis Coleman

Lady Elizabeth Reed

Lord David Lockhart

The DCCs are equal in command rank. At any given time, one of the DCCs is on duty and has primary operational command of the Chirurgeonate both at First Aid Point and at remote locations (including the Battlefield). **All on-duty Chirurgeons and Nonmedical Volunteers report, directly or indirectly, to the on-duty DCC.**

First Aid Point Supervisors

At First Aid Point, the shift supervisor is known as the Crew Chief. She or he is directly in charge of all first aid care and administrative activities at First Aid Point. Treating Chirurgeons and Nonmedical Volunteers report to the Crew Chief, who in turn reports to the DCC.

Battlefield Supervisors

The Battlefield Coordinator (for the Chirurgeonate) is Viscountess Mistress Kaellyn mac Dermott, who reports to the DCC. For most battles, an individual known as the Battle CIC is in charge of the Chirurgeons and Nonmedical Volunteers working at that particular battle. The Battle CIC is to the battlefield what the Crew Chief is to First Aid Point, except that they report to Kaellyn rather than to the DCC directly.

Treating Chirurgeons and Nonmedical Volunteers

All treating Chirurgeons (of any rank) and Nonmedical Volunteers report to the Crew Chief or the Battle Chirurgeon, depending on location. Chirurgeons and Nonmedical Volunteers are equal in the chain of command, and are expected to treat one another with courtesy and respect. Nonmedical Volunteers are recruited and trained by the Volunteer Coordinator but report operationally to the Crew Chief or Battle Chirurgeon when on duty.

Administrative Staff

Staff members with special responsibilities, such as the Statistician, Supply Officers, Technical Services Liaison, Fundraising Coordinator, Public Health Advisor, Administrative Assistant, and Nonmedical Volunteer Coordinator, are not directly in the chain of command, but they have “dotted line” supervisory responsibility within their areas.

Policies for Treating Chirurgeons

These policies apply to Mentor Chirurgeons, Chirurgeons, and Chirurgeons-In-Training (CITs) equally, unless otherwise specified. As stated in the introduction, these augment the Chirurgeonate policies at the Society level as well as other Pennsic-wide policies, so no attempt is made here to duplicate those sources.

For the sake of brevity, the term Crew Chief is used throughout this section. In the case of battlefield locations, the equivalent rules apply to the Battle CIC on duty.

1. All of the general Pennsic Chirurgeonate policies (documented separately) are incorporated herein by reference.
2. All treating Chirurgeons must be registered on the sign-in roster before their first duty shift, having provided proof of identity, legal majority, and SCA membership, copies of modern-world FirstAid (or higher) and CPR certification, and warrant as a Chirurgeon or Chirurgeon-In-Training. (The proof of warrant is not required for those listed on their Kingdom Chirurgeon's warrant list as provided to the Pennsic Chirurgeonate, or for new CITs whose Kingdom Chirurgeon has authorized the Pennsic Chirurgeonate to accept CIT applications.)
3. All treating Chirurgeons must attend a brief orientation session prior to their first shift. These are scheduled throughout the war. A Deputy Chirurgeon Coordinator (DCC) or the CIC can conduct ad-hoc orientation sessions if needed as well.
4. On-duty Chirurgeons are allowed (and encouraged) to wear baldrics and/or badges appropriate to their rank within the Chirurgeon's Guild.
5. Personal protective equipment (PPEs) including disposable gloves are to be worn as appropriate, based on the presence or absence (or likely presence) of bodily fluids and the Chirurgeon's modern-world training. When in doubt, wear gloves. The Crew Chief has the discretionary option to require gloves for any or all patient care activities, if he or she feels the circumstances so warrant.
6. If a patient is referred to the Chirurgeonate and then later decides to refuse our care, the Crew Chief should be alerted. Normally the patient will then be referred back to EMS for a formal refusal of care, if that is the patient's decision.
7. Per Society policy, Chirurgeons-In-Training must be actively supervised at all times by a Chirurgeon or Mentor Chirurgeon. The Crew Chief is responsible for assigning CITs and supervising Chirurgeons. The Crew Chief may directly supervise a CIT's treatment if another Chirurgeon is not available to do so due to light staffing or heavy workload.

Policies for Nonmedical Volunteers

These policies apply to all on-duty personnel who are volunteering for the Chirurgeonate in a nonmedical capacity.

For the sake of brevity, the term Crew Chief is used throughout this section. In the case of battlefield locations, the equivalent rules apply to the Battle Chirurgeon on duty. Also, the term “Scribe” is used here to refer specifically to those Nonmedical Volunteers who are working in that capacity, or at the reception table at First Aid Point, in order to distinguish them from those who may be helping with inventory, housekeeping, etc.

1. All of the general Pennsic Chirurgeonate policies (documented separately) are incorporated herein by reference.
2. All Scribes must attend a brief orientation session prior to their first shift. These are scheduled throughout the war. A Deputy Chirurgeon Coordinator (DCC), the Volunteer Coordinator, or the CIC can conduct ad-hoc orientation sessions if needed as well.
3. On-duty Nonmedical Volunteers are allowed (and encouraged) to wear name tags or other identifying items provided by the Volunteer Coordinator or Crew Chief.
4. Volunteers between the ages of 12 and 18 are permitted to work at First Aid Point at the discretion of the Crew Chief and/or Nonmedical Volunteer Coordinator, except during the curfew hours specified in the Pennsic Site Rules. Teenage volunteers may not work with patient care records, however.
5. Nonmedical Volunteers have the same privileges as Chirurgeons with regard to the “ready room” tent behind First Aid Point and the use of the shower trailer.
6. Nonmedical Volunteers are permitted to nap on the night shifts during periods of light workload, with approval of the Crew Chief.

First Aid Point Shift Responsibilities

Please try to show up 15 minutes before your duty shift if at all possible. It is much easier for the outbound personnel to transfer responsibility to you if you have already signed in and have been observing the current status of things that are going on.

For sanitary and safety reasons, and to present a suitable image to the populace, all personnel working at First Aid Point or as part of an organized battlefield team must wear shoes and shirt while on duty. Open-toed shoes are allowed but not recommended.