

MEDICAL-TECHNICAL SPECIALIST: BIOLOGICAL/INFECTIOUS DISEASE

Mission: Advise the Incident Commander or Section Chief, as assigned, on issues related to biological or infectious disease emergency response.

Position Reports to: Incident Commander		Command Location: _____
Position Contact Information: Phone: (____) _____ - _____		Radio Channel: _____
Hospital Command Center (HCC): Phone: (____) _____ - _____		Fax: (____) _____ - _____
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Obtain a briefing from the Incident Commander on: <ul style="list-style-type: none"> ○ Size and complexity of the incident ○ Expectations of the Incident Commander ○ Incident objectives ○ Involvement of outside agencies, stakeholders, and organizations ○ The situation, incident activities, and any special concerns • Assume the role of Medical-Technical Specialist: Biological/Infectious Disease • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Conduct rapid research as needed to determine hazard and safety information critical to treatment for patients and hospital personnel • Verify with the emergency department, infectious disease physicians, and infection control staff, and report the following information to the Incident Commander, Operations Section Chief and Medical Care Branch Director: <ul style="list-style-type: none"> ○ Number and condition of patients affected, including those who are non-symptomatic ○ Type of biological or infectious disease involved ○ Medical problems present, in addition to biological or infectious disease involved ○ Measures taken (e.g., cultures, supportive treatment) ○ Treatment protocols indicated ○ Potential for industrial, chemical, or radiological material exposure expected in addition to biological or infectious disease exposure and scope of communicability 		
<p>Activities</p> <ul style="list-style-type: none"> • Assess that appropriate standard of isolation precautions are being used in all patient care and reception areas • Assess recommended treatment and prophylaxis guidelines for biological agent 		

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<ul style="list-style-type: none"> • Assist with just-in-time training regarding isolation precautions and use of personal protective equipment (PPE), as required • Collaborate with the local health department in developing a case definition • Ensure that the case definition is communicated to the Medical Care Branch Director, Safety Officer, and all patient care areas • Communicate with the Operations Section Chief and Safety Officer regarding disease information and staff protection • Meet regularly with the Hospital Incident Management Team (HIMT) to plan and project patient care needs • Participate in briefings and meetings, and contribute to the Incident Action Plan (IAP), as requested • Provide information to the Public Information Officer for press releases, as requested • Contact the local health department, in collaboration with the Liaison Officer, as required, for notification, support, and investigation resources • Collaborate with the Logistics Section Employee Health and Well-Being Unit in organizing mass dispensing activities for antibiotic prophylaxis or vaccination to staff, as indicated and if recommended by the local health department 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions on an Activity Log on a continual basis 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		

Intermediate Response (2 – 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Biological/Infectious Disease Medical-Technical Specialist role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Direct the collection of samples for analysis and evidence • Monitor and evaluate that all samples are correctly packaged for shipment to the most appropriate testing laboratory • Continue to recommend and maintain appropriate isolation precautions and staff protection as the incident evolves • Establish a regular meeting schedule with the Incident Commander or Operations Section Chief for updates on the situation regarding hospital operational needs • Maintain communications with the Operations Section Medical Care Branch Director and other Hospital Incident Management Team (HIMT) staff to monitor the development of the incident and continue to provide information, as needed 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 213: Document all communications on a General Message Form 		

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<ul style="list-style-type: none"> • HICS 214: Document all key activities, actions, and decisions on an Activity Log on a continual basis 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		

Extended Response (greater than 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> • Transfer the Biological/Infectious Disease Medical-Technical Specialist role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Monitor the status of personal protective equipment (PPE), pharmaceuticals, and staff to ensure safe operational status; assist with decision making for scarce allocation of resources • Meet regularly with the Incident Commander or Operations Section Branch Directors to get updates on the current status and conditions • Recommend appropriate post-exposure medical care (e.g., prophylaxis, isolation, observation) 		
Documentation <ul style="list-style-type: none"> • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions on an Activity Log on a continual basis 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		

Demobilization/System Recovery	Time	Initial
Activities <ul style="list-style-type: none"> • Transfer the Biological/Infectious Disease Medical-Technical Specialist role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate 		

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<ul style="list-style-type: none"> ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel is properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) ● Participate in other briefings and meetings as required ● Submit comments to Incident Commander on lessons learned and procedural or equipment changes needed 		
<ul style="list-style-type: none"> ● Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include: <ul style="list-style-type: none"> ○ Review of pertinent position activities and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues ● Participate in stress management and after action debriefings 		
<p>Documentation</p> <ul style="list-style-type: none"> ● HICS 221: Demobilization Check-Out ● Ensure all documentation is provided to the Planning Section Documentation Unit 		

Documents and Tools
<ul style="list-style-type: none"> <input type="checkbox"/> HICS 203 - Organization Assignment List <input type="checkbox"/> HICS 213 - General Message Form <input type="checkbox"/> HICS 214 - Activity Log <input type="checkbox"/> HICS 215A - Incident Action Plan (IAP) Safety Analysis <input type="checkbox"/> HICS 221 - Demobilization Check-Out <input type="checkbox"/> Hospital Emergency Operations Plan <input type="checkbox"/> Incident Specific Plans or Annexes <input type="checkbox"/> Hospital Infection Control Policy and Procedure <input type="checkbox"/> Hospital organization chart <input type="checkbox"/> Hospital telephone directory <input type="checkbox"/> Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication