**Mission:** Advise the Incident Commander or Section Chief, as assigned, on issues related to the medical staff.

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| 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. |

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| **Immediate Response (0 – 2 hours)** | **Time** | **Initial** |
| **Receive appointment**   * Obtain a briefing from the Incident Commander on: * 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: Medical Staff * Review this Job Action Sheet * Put on position identification (e.g., position vest) * Notify your usual supervisor of your assignment |  |  |
| **Assess the operational situation**   * Assess hospital medical staff availability and resources * Provide information to the Incident Commander medial staff situation including capabilities and limitations |  |  |
| **Activities**   * Assist the Logistics Section Labor Pool and Credentialing Unit Leader with medical staff credentialing issues * Address the credentialing, utilization, and oversight of volunteer practitioners * Meet regularly with the Operations Section Medical Care Branch Director and Planning Section to plan and project patient care needs * Participate in briefings and meetings, and contribute to the Incident Action Plan (IAP), as requested * Coordinate with the Hospital Incident Management Team (HIMT) as appropriate |  |  |
| **Documentation**   * HICS 206: Assist the Logistics Section Support Branch Director with completion of Staff Medical Plan * HICS 213: Document all communications on a General Message Form * HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis |  |  |
| **Communication**  *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |

| **Intermediate Response (2 – 12 hours)** | **Time** | **Initial** |
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| **Activities**   * Transfer the Medical Staff Medical-Technical Specialist role, if appropriate * 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) * Meet regularly with the Incident Commander or the Operations Section Chief, as appropriate, to brief them on medical staff status and projected needs * Establish a regular meeting schedule with the Incident Commander or Operations Section Chief for updates on the situation regarding hospital operational needs * Maintain regular communications with the Medical Care Branch Director to co-monitor the delivery and quality of medical care in all patient areas |  |  |
| **Documentation**   * HICS 213: Document all communications on a General Message Form * HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis |  |  |
| **Communication**  *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |

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| **Extended Response (greater than 12 hours)** | **Time** | **Initial** |
| **Activities**   * Transfer the Medical Staff Medical-Technical Specialist role, if appropriate * 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) * Continue to ensure response issues related to the medical staff are identified and effectively managed * Report critical issues to the Operations Section Chief and Medical Care Branch Director, as appropriate * Meet regularly with the Incident Commander or Operations Section Branch Directors to update them on the current status and conditions |  |  |
| **Documentation**   * HICS 213: Document all communications on a General Message Form * HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis |  |  |
| **Communication**  *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |

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| **Demobilization/System Recovery** | **Time** | **Initial** |
| **Activities**   * Transfer the Medical Staff Medical-Technical Specialist role, if appropriate * 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) * Participate in other briefings and meetings as required * Submit comments to Incident Commander on lessons learned and procedural or equipment changes needed * 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: * Review of pertinent position activities and operational checklists * Recommendations for procedure changes * Accomplishments and issues * Participate in stress management and after action debriefings |  |  |
| **Documentation**   * HICS 221: Demobilization Check-Out * Ensure all documentation is provided to the Planning Section Documentation Unit |  |  |

| **Documents and Tools** |
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| * HICS 203 - Organization Assignment List * HICS 204 - Assignment List * HICS 206 - Staff Medical Plan * HICS 213 - General Message Form * HICS 214 - Activity Log * HICS 215A - Incident Action Plan (IAP) Safety Analysis * HICS 221 - Demobilization Check-Out * Hospital Emergency Operations Plan * Incident Specific Plans or Annexes * Hospital organization chart * Hospital telephone directory * Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication |