**ALLIED HEALTH UNIT LEADER\***

**Mission:** Address issues related to allied emergency response, manage the allied health care area, and coordinate allied health response activities.

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| Date: Start: End: Position Assigned to: Initial: **Position Reports to:** **Medical Operations Chief/CNO** Signature: TMTS Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: Fax: Other Contact Info: Radio Title:  |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive assignment and briefing from the Medical Operations Chief/Chief Nurse. Obtain packet containing Mental Health Unit Leader Job Action Sheet.  |  |  |
| Read entire Job Action Sheet and review the organizational chart. Put on position identification (if provided). |  |  |
| Appoint Allied Health team members and brief on current situation, incident objectives and strategy; outline Unit action plan and designate time for next briefing. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Meet with the Medical Operations Chief/Chief Nurse and Charge Nurse to plan, project, and coordinate allied health care needs.  |  |  |
| Participate in briefings and meetings, as requested. |  |  |
| Communicate and coordinate with Logistics Section Chief to determine:* Available staff (dental, respiratory, medical assistant, etc.) to provide support, and medical intervention.
* Location and type of resources and equipment that can be used to assist with an allied health response.
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| Regularly meet with the Medical Operations Chief/Chief Nurse to discuss medical care plan of action and staffing in all allied health areas. |  |  |
| Receive, coordinate, and forward requests for personnel and supplies to the Medical Operations Chief/Chief Nurse. |  |  |
| Request a scribe if needed to assist with documentation. |  |  |
| Receive assigned radio and establish communications with the Communications Unit Leader. Receive just-in-time training if needed. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213) and provide a copy to the Planning Chief/MST. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Communicate and coordinate with the Medical Operations Chief/Chief Nurse on the availability of:* Allied health staff needed to deliver medical care and intervention.
* Availability of equipment
 |  |  |
| Establish regular meeting schedule with allied health staff responding to the incident and the Medical Operations Section for updates on the situation regarding TMTS operation needs. |  |  |
| Maintain communication with Medical Operations Chief/Chief Nurse to monitor situation updates and maintain information resources availability. |  |  |
| Ensure patient records are being prepared correctly and collected.  |  |  |
| Ensure your physical readiness through proper nutrition, water intake, and rest. |  |  |
| Advise Medical Operations Chief/Chief Nurse immediately of any operational issues you are not able to correct or resolve. |  |  |
| Report equipment and supply needs to the Supply Unit Leader. |  |  |
| Ensure that patient status and location information is be regularly submitted to the Patient Tracking Scribe. |  |  |
| Ensure staff health and safety issues are being addressed; resolve with Medical Ops Chief/ Chief Nurse when appropriate. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue allied health care supervision, including monitoring quality of care, document completion, and safety practices. |  |  |
| Continue to meet regularly with the allied health staff responding to the incident and the Medical Operations Chief/Chief Nurse to keep apprised of current conditions. |  |  |
| Rotate staff on regular basis |  |  |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send a copy to the Planning Chief/MST at assigned intervals and as needed. |  |  |
| Continue to provide Medical Operations Chief/Chief Nurse with regular updates. |  |  |
| Provide staff with situation update information and revised patient care practice standards. |  |  |
| Continue to ensure allied health needs of patients are being met. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| Coordinate a plan to address the ongoing allied health needs of patients. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Upon deactivation of your position, brief the Medical OperationsChief/Chief Nurse and Operations Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.  |  |  |
| Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Planning Chief/MST, as appropriate.  |  |  |
| Submit comments to the after action report. |  |  |
| Coordinate stress management and after- action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| Incident Action PlanHICS Form 213 – Incident Message FormHICS Form 214 – Operational LogTMTS organization chartTMTS telephone directoryRadio/satellite phone – phone numbers and radio assignmentsLocal resources |