

## ALLIED HEALTH UNIT LEADER\*

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

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____
<b>Position Reports to: Medical Operations Chief/CNO</b> Signature: _____
TMTS Location: _____ Telephone: _____
Fax: _____ Other Contact Info: _____ Radio Title: _____

<b>Immediate (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
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: <ul style="list-style-type: none"> <li>• Available staff (dental, respiratory, medical assistant, etc.) to provide support, and medical intervention.</li> <li>• Location and type of resources and equipment that can be used to assist with an allied health response.</li> </ul>		
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.		



\*Job function currently being determined by FEMA HHS

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
<p>Communicate and coordinate with the Medical Operations Chief/Chief Nurse on the availability of:</p> <ul style="list-style-type: none"> <li>• Allied health staff needed to deliver medical care and intervention.</li> <li>• Availability of equipment</li> </ul>		
<p>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.</p>		
<p>Maintain communication with Medical Operations Chief/Chief Nurse to monitor situation updates and maintain information resources availability.</p>		
<p>Ensure patient records are being prepared correctly and collected.</p>		
<p>Ensure your physical readiness through proper nutrition, water intake, and rest.</p>		
<p>Advise Medical Operations Chief/Chief Nurse immediately of any operational issues you are not able to correct or resolve.</p>		
<p>Report equipment and supply needs to the Supply Unit Leader.</p>		
<p>Ensure that patient status and location information is be regularly submitted to the Patient Tracking Scribe.</p>		
<p>Ensure staff health and safety issues are being addressed; resolve with Medical Ops Chief/ Chief Nurse when appropriate.</p>		

<b>Extended (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
<p>Continue allied health care supervision, including monitoring quality of care, document completion, and safety practices.</p>		
<p>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.</p>		
<p>Rotate staff on regular basis</p>		
<p>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.</p>		
<p>Continue to provide Medical Operations Chief/Chief Nurse with regular updates.</p>		
<p>Provide staff with situation update information and revised patient care practice standards.</p>		
<p>Continue to ensure allied health needs of patients are being met.</p>		
<p>Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.</p>		

<b>Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
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 Operations Chief/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.		

<b>Documents/Tools</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Incident Action Plan</li> <li><input type="checkbox"/> HICS Form 213 – Incident Message Form</li> <li><input type="checkbox"/> HICS Form 214 – Operational Log</li> <li><input type="checkbox"/> TMTS organization chart</li> <li><input type="checkbox"/> TMTS telephone directory</li> <li><input type="checkbox"/> Radio/satellite phone – phone numbers and radio assignments</li> <li><input type="checkbox"/> Local resources</li> </ul>