**CHARGE NURSE/CHIEF PARAMEDIC**

**Mission:** Coordinate and collaborate with the medical staff to develop and maintain patient treatment area.

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| Date: Start: End: Position Assigned to: Initial:  **Position Reports to:** **Medical Operations Section Chief** 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 Nursing Officer. Obtain packet containing Charge Nurse Job Action Sheet. |  |  |
| Read this entire Job Action Sheet and review the organization chart. Put on position identification (if provided). |  |  |
| Receive assigned radio (when applicable) and establish two-way communications with the Communications Unit Leader. Receive just-in-time training for the radio if needed. |  |  |
| Ensure accurate contact info on hand for command staff; ensure accurate contact info on hand for Medical Director and others (when applicable). |  |  |
| Assign and brief Team Unit Leaders. |  |  |
| Establish treatment areas and assign staff to designated treatment areas. |  |  |
| Assess problems and treatment needs in each treatment area; coordinating the staffing, equipment, and supplies for each treatment area to meet needs. Coordinate with the Section Chiefs as appropriate to meet needs. |  |  |
| Meet regularly with the Medical Operations Chief/Chief Nurse and Medical Director to discuss the medical care plan of action and staffing in all patient treatment areas. |  |  |
| Ensure that appropriate standards of care are being used in all patient care areas (blood borne pathogens and personal protective equipment). Arrange for just-in-time training for patient care providers. |  |  |
| Ensure that patient care providers understand and have access to all nursing notes and pertinent forms needed for patient care. |  |  |
| Ensure that medical staff checks equipment such as:   * Zoll Monitor   + Review check off sheet to ensure that all parts are present   + Ensure that Zoll monitor is functioning properly   + Ensure that battery is properly charged   + Ensure that all staff receives just in time training for the Zoll monitor * Glucose monitor * Ensure that staff receives just in time training for the Glucose monitor * Ensure that glucose monitor has test strips, lancets, alcohol wipes, and bandages or 2x2 gauze * Stat Back-packs * Review contents of back-pack by reviewing the content list found in each bag- alert assigned team member if contents are missing * Review the process for keeping track of items used |  |  |
| Receive, coordinate, and forward requests for personnel and supplies to the Medical Operations Chief/Chief Nurse or others if so directed. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Participate in briefings and meetings as requested. |  |  |
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| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
| 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 unable to correct. |  |  |
| Report equipment and supply needs to the Medical Operations Chief/Chief Nurse and Logistics Chief, as appropriate. |  |  |
| Ensure staff health and safety issues are being addressed; resolve with Medical Operations Chief/Chief Nurse, as appropriate. |  |  |
| Develop and submit an action plan to Medical Operations Chief/Chief Nurse when requested. |  |  |
| Ensure the patient status and location information is being regularly submitted to the Patient Tracking Scribe or other appropriate person. |  |  |
| In collaboration with the Medical Operations Chief/Chief Nurse, prioritize and collaborate patient transfers to hospitals and other facilities with the Logistics Chief and the Discharge Team Leader or other appropriate personas directed. |  |  |
| Upon shift change, brief your replacement on the situation, ongoing operational issues and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| Ensure the quality of care is maintained during the transfer of patients to other facilities. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned equipment. |  |  |
| Upon deactivation of your position, brief the Medical Operation Chief/Chief Nursing Officer 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 Section Chief, as appropriate. |  |  |
| Submit comments to the after action report. |  |  |
| Participate in stress management and after-action debriefings as directed. Participate in other briefings and meetings as required. |  |  |