

CHARGE NURSE/CHIEF PARAMEDIC

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

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
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: <ul style="list-style-type: none"> • Zoll Monitor <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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 		

Immediate (Operational Period 0-2 Hours)	Time	Initial
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.		

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
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.		