

INFECTION CONTROL UNIT LEADER

Mission: Advise the Safety Officer on issues related to biological/infectious disease emergency response.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
Position Reports to: Safety Officer	Signature: _____
TMTS Command Location: _____	Telephone: _____
Fax: _____	Other Contact Info: _____ Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive assignment and briefing from the Safety Officer. Obtain packet containing Infection Control Unit Leader Job Action Sheet.		
Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided).		
Brief Unit members 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.		
Ensure Unit members comply with safety policies and procedures.		
Report the following information to the Safety Officer, Operations Chief, and the Medical Director: <ul style="list-style-type: none"> • Number and condition of patients affected, including the non-symptomatic. • Type of biological/infectious disease involved. • Medical problems present in addition to biological/infectious disease involved. • Measures taken (e.g., cultures, supportive treatment) • Potential for industrial, chemical, or radiological material exposure expected in addition to biological/infectious disease exposure and scope of practice. 		
Collaborate with the Public Health Department in developing a case definition. Ensure that the case definition is communicated to the Medical Operations Chief/Chief Nurse, Safety Officer, Operations Chief, and Medical Director and all patient care areas.		
Communicate with Operations Section Chief and Safety Officer regarding disease information and staff protection.		
Ensure that appropriate standard of isolation precautions are being used in all patient care areas. Arrange for just-in-time training regarding isolation precautions as required.		
Meet regularly with Safety Officer, Operations Chief, and Medical Operations Chief/Chief Nurse to plan and project patient care needs.		

Immediate (Operational Period 0-2 Hours)	Time	Initial
Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.		
Recommend input for PIO press releases as requested.		
Contact the Public Health Department, in collaboration with the Operations Section Chief, as required, for notification, support, and investigation resources.		
Assist the Medical Operations Section in organizing Mass Dispensing or Point of Dispensing for antibiotic prophylaxis or mass vaccination, as indicated and if recommended by the Public Health Department.		
Receive assigned radio and establish two-way communication 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). Provide a copy of the Incident Message Form to the Planning Chief/MST.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Establish regular schedule with the Operations Chief and Safety Officer for updates on the situation regarding TMTS operation's needs.		
Notify Logistics Chief of special medications needs.		
Maintain communications with the Medical Operations Section and other Sections Chiefs to co-monitor development of the incident and maintain information resources availability.		
Direct collection of samples for analysis or evidence.		
Monitor and ensure all samples are correctly packaged for shipment to the most appropriate testing location/laboratory.		
Continue to recommend and maintain appropriate isolation precautions and staff protection as the incident evolves.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Meet regularly with Operations Chief and Safety Officer to update current status and conditions.		
Ensure your physical readiness through proper nutrition, water intake, and rest.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Upon deactivation of your position, brief the Safety 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 Chief/MST.		
Submit comments to the after action report.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<input type="checkbox"/> Incident Action Plan <input type="checkbox"/> HICS Form 213 – Incident Message Form <input type="checkbox"/> HICS Form 214 – Operational Log <input type="checkbox"/> TMTS organization chart <input type="checkbox"/> TMTS telephone directory <input type="checkbox"/> Radio/satellite phone – phone numbers and radio assignments <input type="checkbox"/> Local public health department reporting forms.