**MEDICAL/NURSING STAFF**

**Mission:** Deliver appropriate health/medical services within the TMTS under the direction of the TMTS Medical Director and Medical Operations Chief.

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| Date: Start: End: Position Assigned to: Initial:  **Position Reports to:** **Assigned** **Team Leader** Signature:  TMTS Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:  Fax: Other Contact Info: Radio Title: |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Receive appointment and briefing from the Team Leader. |  |  |
| Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided). |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Obtain briefing from Team Leader. |  |  |
| Participate in briefings and meetings as requested. |  |  |
| Deliver care and assistance to patients as required following approved protocols, procedures and recommendations |  |  |
| Document all patient care, actions, and decisions in a Patient Treatment Note. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Assess the physical condition of patients on an on-going basis |  |  |
| Maintain patient’s medical records and advise the Team Leader of any adverse change in the conditions of the patient. |  |  |
| Refer patients who need immediate medical attention to the Team Leader |  |  |
| Determine which treatment area patients should be placed in the TMTS |  |  |
| Maintain standard precautions and infection control |  |  |
| Meet regularly with the Team Leader, as appropriate, to brief on medical staff status and projected needs. |  |  |
| Maintain regular communications with the Team Leader to co-monitor the delivery and quality of medical care in all patient areas. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Participate in briefings at the beginning and end of each shift |  |  |
| Continue to assess and treat patients according to appropriate standards of care. |  |  |
| Continue to ensure medical staff related response issues are identified and effectively managed. Report critical issues to the Team Leader, as appropriate. |  |  |
| Continue to meet regularly with the Team Leader or Charge Nurse, as assigned, to update current conditions and status. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques. |  |  |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Responder Health & Well-Being Unit Leader. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident and patient information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| Ensure return/retrieval of equipment and supplies. |  |  |
| Upon deactivation of your position, brief the Medical Operations Chief/Chief Nurse 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** |
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| Incident Action Plan  HICS Form 213 – Incident Message Form  HICS Form 214 – Operational Log  Triage and Treatment Forms  TMTS organization chart  TMTS telephone directory  Radio/satellite phone – phone numbers and radios assignments  Local resources. |