

MEDICAL/NURSING STAFF

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

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
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
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
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
<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"/> Triage and Treatment Forms <input type="checkbox"/> TMTS organization chart <input type="checkbox"/> TMTS telephone directory <input type="checkbox"/> Radio/satellite phone – phone numbers and radios assignments <input type="checkbox"/> Local resources.