**MEDICAL OPERATIONS CHIEF/CHIEF NURSING OFFICER**

**Mission:** Organize and direct the overall delivery of medical care in all areas of the TMTS.

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

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Receive assignment and briefing from the Operations Chief. Obtain packet containing Medical Operations Chief Job Action Sheet. |  |  |
| Reed this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided) |  |  |
| Meet with Operations Chief and Section Chiefs for briefing and development of an initial action plan. Establish time for follow up meetings. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Appoint the unit leaders and provide appropriate corresponding Job Action Sheets. |  |  |
| Assist in establishing a Medical Operations Section. Complete the HICS Form 204 for assignments. |  |  |
| Evaluate Medical Operations Section to perform:* Patient care
* Palliative Care
* Causality Care
* Clinical Support Services (lab, diagnostic radiology, pharmacy)
* Patient tracking including registration and discharge
 |  |  |
| Meet with Medical Ops Section Unit staff to discuss medical needs, staffing, and supply needs in all patient care areas.  |  |  |
| Assess problems and needs in Medical Operations Section; coordinate resource management. |  |  |
| Ensure Medical Operations Sections staff complies with safety policies and procedures. |  |  |
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.  |  |  |
| Recommend input for PIO press releases as requested. |  |  |
| Instruct all Unit Leaders to evaluate on-hand equipment, supply, and medication inventories and staff needs in collaboration with Logistics Chief: report status to Operations Section Chief.  |  |  |
| Ensure all Unit Leaders are providing just-in-time training as needed. |  |  |
| Determine need for surge capacity plan implementation and/or modification of existing plan. |  |  |
| Coordinate with Unit Leaders to prioritize patient transfer needs. |  |  |
| Determine if communicable disease exists; implement appropriate response procedure(s). Coordinate with appropriate Unit Leaders, if activated. |  |  |
| Regularly meet with the Operations Section Chief to discuss plan of action staffing in all service areas. |  |  |
| Receive assigned radio and establish two-way communications with the Communication Unit. |  |  |
| 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** |
| --- | --- | --- |
| Continue to meet regularly with Operations Chief and Medical Director for status reports, and relay important information to the Medical Operations Section staff. |  |  |
| Continue coordinating patient care, disposition of patients, and clinical services support. |  |  |
| Ensure patient tracking and transfer is being properly coordinated by Unit Leaders. |  |  |
| Meet regularly with Medical Ops Section Unit staff to assess current and project future patient care conditions. |  |  |
| Be sure patients records are being done correctly and collected. |  |  |
| Ensure patient care needs are being met and policy decisions to institute austere care (altered level of care) practices are determined and communicated effectively. |  |  |
| Advise Operations Chief and/or Medical Director immediately of any operational issue you are not able to correct or solve.Assess environmental service needs in all patient treatment areas and inform Unit Leader with identified needs. |  |  |
| Review personal protection practices; revise as needed. |  |  |
| Ensure patient safety issues are identified and addressed. |  |  |
| Report equipment and supply needs to Logistics Chief. |  |  |
| Continue to provide updated clinical information and situation reports to Unit Leaders and staff. |  |  |
| Ensure patient data is collected and shared with appropriate internal and external officials. |  |  |
| Ensure staff health and safety issues are being addressed; resolve with the Safety Officer. |  |  |
| Develop and submit action plan to the Operations Section Chief when requested.  |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Continue to monitor Medical Operation Section’s ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, and rest. |  |  |
| Continue to ensure patient transfer coordination and tracking; mitigate identified issues. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information. |  |  |
| Ensure that staff is rotated on a regular basis. |  |  |
| Continue to document actions and decisions on HICS Form 214 and submit to the Planning Chief at assigned intervals as indicated.  |  |  |
| Continue to provide the Operational Chief and Medical Director with regular situation updates. |  |  |
| Provide Unit Leaders with situation update information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
| --- | --- | --- |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Upon deactivation of your position, brief the Incident Commander or Operations Section Chief, as appropriate, 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** |
| --- |
| Incident Action PlanHICS Form 206 Staff Medical PlanHICS Form 207 Incident Management Team ChartHICS Form 213 Incident Message FormHICS Form 214 Operational LogTMTS organizational chartTMTS telephone directoryRadio/satellite phone – phone numbers and radio assignmentsLocal public health department reporting formsLocal resources |