

MENTAL HEALTH UNIT LEADER

Mission: Address issues related to mental emergency response, manage the mental health care area, and coordinate mental health response activities.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____
Position Reports to: Medical Operations Chief/CNO 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 Nurse. Obtain packet containing Mental Health Unit Leader Job Action Sheet.		
Read entire Job Action Sheet and review the organizational chart. Put on position identification (if provided).		
Appoint Mental Health team members and brief 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.		
Meet with the Medical Operations Chief/Chief Nurse and Safety Officer to plan, project, and coordinate mental health care needs of patients, their family, and staff. The plan should include addressing the mental health needs of people who arrive at the TMTS with concerns that they are or may be victims of the disaster.		
Participate in briefings and meetings, as requested.		
Communicate with the Medical Operations Chief/Chief Nurse and obtain information, such as: <ul style="list-style-type: none"> • Type and location of incident. • Number and condition of expected patients. • Estimated arrival time to facility. • Unusual or hazardous environmental exposure. • Location(s) of surge of people (who may or may not be victims of the disaster) who have arrived at the facility or who are calling to ask for assistance (e.g., facility phones, triage area, patient care areas, discharge area, isolation area, palliative care area, etc.). • Any special circumstances that must be addressed due to the nature of the incident, such as special languages, cultural needs, or security concerns. 		
Provide mental health guidance and recommendations to Medical Operations Chief/Chief Nurse based on response needs and potential triggers of psychological effects (trauma exposure, perceived risk to staff and family, restrictions on movement, resource limitations, and information unavailability).		
Communicate and coordinate with Logistics Section Chief to determine:		



Immediate (Operational Period 0-2 Hours)	Time	Initial
<ul style="list-style-type: none"> • Available staff (mental health, nursing, chaplains, experienced volunteers, etc.) that can be deployed to key areas of the facility to provide psychological support, and intervention. • Location and type of resources that can be used to assist with a mental health response, such as toys and coloring supplies for children, mental health disaster recovery brochures, fact sheets on specific hazards (e.g. information on chemical agents that include symptoms of exposure), private area in the facility where family members can wait for news regarding their loved ones, etc. • Availability of psychotropic medications 		
<p>Communicate with Medical Ops Chief/ Chief Nurse and the Planning Chief to determine:</p> <ul style="list-style-type: none"> • Bed availability in inpatient psychiatry units, if applicable. • Additional short and long range mental health response needs. • Need to provide mental health care guidance to medical community. 		
<p>Establish an overall mental health treatment plan for the disaster including priorities for mental health response for patients, families, and staff; staffing recommendations; recommended mental health activities/interventions; resources available and needed; and problems to be addressed in the next operational period.</p>		
<p>Regularly meet with the Medical Operations Chief/Chief Nurse to discuss medical care plan of action and staffing in all mental health areas.</p>		
<p>Receive, coordinate, and forward requests for personnel and supplies to the Medical Operations Chief/Chief Nurse.</p>		
<p>Request a scribe if needed to assist with documentation.</p>		
<p>Receive assigned radio and establish communications with the Communications Unit Leader. Receive just-in-time training if needed.</p>		
<p>Document all communications (internal and external) on an Incident Message Form (HICS Form 213) and provide a copy to the Planning Chief/MST.</p>		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
<p>Communicate and coordinate with the Medical Operations Chief/Chief Nurse on the availability of:</p> <ul style="list-style-type: none"> • Mental health staff needed to deliver psychological support and intervention. • Availability of psychotropic medications 		
<p>Coordinate with Logistics and Medical Operations/Chief Nurse to expand/create a recognized provisional Mental Health Patient Care area, if necessary.</p>		
<p>Ensure that appropriate mental health standards of care are being followed and mental health needs are being met.</p>		
<p>Establish regular meeting schedule with mental health staff responding to the incident and the Medical Operations Section for updates on the situation regarding hospital/facility operation needs.</p>		
<p>Maintain communication with Medical Operations Chief/Chief Nurse to monitor situation</p>		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
updates and maintain information resources availability.		
Communicate with local governmental mental health department to ascertain community mental status and assess available resources.		
Participate in development of risk communication and public information that addresses mental health concerns.		
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 not able to correct or resolve.		
Report equipment and supply needs to the Supply Unit Leader.		
Ensure that patient status and location information is be regularly submitted to the Patient Tracking Scribe.		
Ensure staff health and safety issues are being addressed; resolve with Medical Ops Chief/ Chief Nurse when appropriate.		
In collaboration with the Medical Operations Chief/Chief Nurse, prioritize and coordinate patient transfers to other hospitals with mental health facilities		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue mental health care supervision, including monitoring quality of care, document completion, and safety practices.		
Continue to meet regularly with the mental health staff responding to the incident and the Medical Operations Chief/Chief Nurse to keep apprised of current conditions.		
Continue to ensure the provisions of resources for mental health and recovery, and education to children and families.		
Rotate staff on regular basis		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send a copy to the Planning Chief/MST at assigned intervals and as needed.		
Continue to provide Medical Operations Chief/Chief Nurse with regular updates.		
Provide staff with situation update information and revised patient care practice standards.		
Continue to ensure mental health needs of patient and family are being met.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
Coordinate a plan to address the ongoing mental health needs of Patients, families, and staff.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Upon deactivation of your position, brief the Medical Operations Chief/Chief Nurse and Operations 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, as appropriate.		
Submit comments to the after action report.		
Coordinate stress management and after- action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> <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 resources