**PHARMACY UNIT LEADER**

**Mission:** Ensure the availability of emergency, incident-specific, pharmaceutical and pharmacy services.

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| 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 appointment and briefing from the Medical Operations Chief/Chief Nurse. Obtain packet containing Pharmacy Unit Leader Job Action Sheet. |  |  |
| Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided). |  |  |
| Assign pharmacist to patient care areas, when appropriate. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Inventory most commonly used pharmaceutical items and provide for the continual update of this inventory. |  |  |
| Ensure that pharmaceutical area is secure by coordinating with the Security Unit Leader. |  |  |
| Receive assigned radio and establish two-way communications with the Communications Unit Leader. Receive just-in-time training for the radio 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** |
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| Meet regularly with Medical Operations Chief/Chief Nurse and Charge Nurse to obtain situation and status reports, and relay important information to team members. |  |  |
| Communicate with the Logistics Section Unit Leaders to ensure a efficient method of requisitioning and delivery of pharmaceutical inventories within the TMTS.  Collaborate with the Medical Ops Chief/Chief Nurse and Charge Nurse to follow-up on trends in the TMTS for resupply pharmaceutical needs. |  |  |
| Ensure proper documentation for medications checked out of pharmacy is established and maintained. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Provide for routine meetings with the Medical Operations Chief/Chief Nurse. |  |  |
| Review and approve the scribe’s recordings of actions/decisions in the pharmacy service area. Send a copy to the Planning Chief/MST. |  |  |
| 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** |
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| 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 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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| HICS Form 207 – Incident Management Team Chart  HICS Form 213 – Incident Message Form  HICS Form 214 – Operational Log  TMTS organization chart  TMTS telephone directory  Radio/satellite phone – phone numbers and radio assignments  Local resources |