

## PHARMACY UNIT LEADER

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

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
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 an 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.		

<b>Extended (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
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.		

<b>Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
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.		

<b>Documents/Tools</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> HICS Form 207 – Incident Management Team Chart</li> <li><input type="checkbox"/> HICS Form 213 – Incident Message Form</li> <li><input type="checkbox"/> HICS Form 214 – Operational Log</li> <li><input type="checkbox"/> TMTS organization chart</li> <li><input type="checkbox"/> TMTS telephone directory</li> <li><input type="checkbox"/> Radio/satellite phone – phone numbers and radio assignments</li> <li><input type="checkbox"/> Local resources</li> </ul>