**Medical Operations Chief/Chief Nursing Officer**

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

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| Date: Start: End: Position Assigned to:  Position Reports to: **Director of Operations** Signature: I  Telephone: Other Contact Info: Radio Title: |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive assignment and briefing from the Medical Director/Incident Command. Obtain packet containing Medical Operations/Chief Nursing Officer Job Action Sheet. |  |  |
| Read this entire Job Action Sheet and review the organization chart. Put on position identification (if provided). |  |  |
| Receive assigned radio (when applicable) and establish two-way communications with the Communications Unit Leader. Receive just-in-time training for the radio if needed. |  |  |
| Ensure accurate contact info on hand for command; ensure accurate contact info on hand for Incident Command and others (when applicable). |  |  |
| Ensure all medical providers have been checked in, validated and provided with orientation and just-in-time training. |  |  |
| Review team member’s medical portion of deployment packet. Contact Medical Director and/or Incident Command with concerns or questions. |  |  |
| Brief Team on assignment and any safety issues received from the Medical Director and/or IC. |  |  |
| Review staffing levels for all positions/address shortfalls |  |  |
| Convene a meeting with personnel and provide a situational awareness briefing. Schedule this at the beginning of the shift. |  |  |
| Meet with all section leads to determine needs/issues. |  |  |
| Meet with Charge Nurse/Chief Paramedic, other teams as needed. |  |  |
| Ensure all necessary positions are staffed and functional. |  |  |
| Review the HICS 206-Medical Plan, HICS 205-Communications Plan, HICS 202–Incident Objectives, and the Organizational Chart with team members. Post copy of forms on communication board for easy access to team members. |  |  |
| Ensure that Logistics and Charge Nurse are coordinating with the setup and ongoing adaptation of the Alternate Treatment Area. |  |  |
| Meet with Charge Nurse to discuss medical needs, staffing, and supply needs in all patient care areas. |  |  |
| Assess problems and needs and coordinate Meet with Logistics to acquire needed resources. |  |  |
| Ensure Team members comply with safety policies and procedures. |  |  |
| Ensure that Charge Nurse has reviewed equipment and forms. |  |  |
| Ensure all team leaders are providing just-in-time training as needed. |  |  |
| Regularly meet with the Medical Director/Planning and Operations to review plan of action and staffing in the treatment area. |  |  |
| Review personnel protection practices; revise as needed. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Participate in briefings and meetings as requested. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Continue to meet regularly with Medical Director and/or IC for status reports, and relay important information to the T team members. |  |  |
| Continue coordinating patient care, disposition of patients, and clinical services support. |  |  |
| Ensure patient tracking and transfer is being properly coordinated by the Charge Nurse. |  |  |
| Meet regularly with team members to assess current and projected staffing needs. |  |  |
| Ensure patients records are being done correctly and collected. |  |  |
| Advise Medical Director and/or IC immediately of any operational issue you are not able to correct or solve. |  |  |
| 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 the team members. |  |  |
| Ensure patient data is collected and shared with appropriate internal and external staff. |  |  |
| Ensure staff health and safety issues are being addressed; resolve with the Safety Officer. |  |  |
| Develop and submit action plan to the Medical Director and/or IC when requested. |  |  |

| **End of Shift/Demobilization/System Recovery** | **Time** | **Initial** |
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| Debrief team members on lessons learned and procedural/equipment changes needed. |  |  |
| Upon deactivation of your position, brief the Medical Director and/or IC, as appropriate, on current problems, outstanding issues, and follow-up requirements. |  |  |
| Upon deactivation of your position, ensure that all documentation and HICS forms are collected and turned in. |  |  |
| Submit comments to the after action report. |  |  |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |