

Medical Operations Chief/Chief Nursing Officer

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

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

Immediate (Operational Period 0-2 Hours)	Time	Initial
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.		

Immediate (Operational Period 0-2 Hours)	Time	Initial
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
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
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.		