**Pediatric Medical Specialist**

**Mission:** Coordinate and collaborate with the medical staff to develop and maintain a pediatric patient treatment area.

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| Date: Start: End: Position Assigned to: Initial: **Position Reports to:** **Medical Operations Section Chief/Chief Nursing Officer (CNO)** Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TMTS Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: Fax: Other Contact Info: Radio Title:  |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive assignment and briefing from the Medical Operations Chief/CNO. Obtain packet containing Pediatric Medical Specialist 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 staff; ensure accurate contact info on hand for Medical Director and others (when applicable). |  |  |
| Assign and brief Pediatric Team Unit Leaders. |  |  |
| Establish pediatric treatment areas and assign staff to designated treatment areas. |  |  |
| Assess problems and treatment needs in the pediatric treatment area; coordinating the staffing, equipment, and supplies to meet needs. Coordinate with the Section Chiefs as appropriate to meet needs. |  |  |
| Meet regularly with the Medical Operations Chief/CNO to discuss the medical care plan of action and staffing in the pediatric patient treatment area.  |  |  |
| Ensure that appropriate standards of care are being used in the pediatric patient care area (blood borne pathogens and personal protective equipment). Arrange for just-in-time training for patient care providers. |  |  |
| Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.  |  |  |
| Ensure pediatric patient identification and tracking practices are being followed. |  |  |
| Ensure that patient care providers understand and have access to all nursing notes and pertinent forms needed for patient care. |  |  |
| Communicate and coordinate with Logistics Section Chief to determine pediatric:* Medical care equipment and supply needs
* Medications with pediatric dosing

Transportation availability and needs (carts, cribs, wheel chairs, etc.) |  |  |
| Communicate with Planning Section Chief to determine pediatric:* Bed availability
* Ventilators
* Trained medical staff (MD, RN, PA, NP, etc.)

Additional short and long range pediatric response needs |  |  |
| Ensure that appropriate pediatric standards of care are being followed in all clinical areas. |  |  |
| Receive, coordinate, and forward requests for personnel and supplies to the Medical Operations Chief/Chief Nurse or others if so directed. |  |  |
| 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.  |  |  |
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| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
| Continue to communicate and coordinate with Logistics Section Chief the availability of pediatric equipment and supplies.  |  |  |
| Coordinate with Logistics and Planning Section Chiefs to expand/create a Pediatric Patient Care area, if needed. |  |  |
| Ensure pediatric patient records are being prepared correctly and collected. |  |  |
| Continue to adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.  |  |  |
| Ensure your physical readiness through proper nutrition, water intake and rest. |  |  |
| Advise Medical Operations Chief/ CNO immediately of any operational issues you are unable to correct. |  |  |
| Report pediatric equipment and supply needs to the Medical Operations Chief/CNO and Logistics Chief, as appropriate. |  |  |
| Ensure pediatric staff health and safety issues are being addressed; resolve with Medical Operations Chief/CNO, as appropriate. |  |  |
| Develop and submit an action plan to Medical Operations Chief/CNO when requested. |  |  |
| Ensure the patient status and location information is being regularly submitted to the Patient Tracking Scribe or other appropriate person. |  |  |
| In collaboration with the Medical Operations Chief/CNO, prioritize and collaborate patient transfers to hospitals and other facilities with the Logistics Chief and the Discharge Team Leader or other appropriate personas directed. |  |  |
| Upon shift change, brief your replacement on the situation, ongoing operational issues and other relevant incident information. |  |  |

| **End Shift/Demobilization/System Recovery** | **Time** | **Initial** |
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| Ensure the quality of care is maintained during the transfer of pediatric patients to other facilities.  |  |  |
| Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines during the demobilization phase.  |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned equipment. |  |  |
| Upon deactivation of your position, brief the Medical Operation Chief/CNO 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 Section Chief, as appropriate. |  |  |
| Submit comments to the after action report. |  |  |
| Participate in stress management and after-action debriefings as directed. Participate in other briefings and meetings as required. |  |  |