

Pediatric Medical Specialist

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

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
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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Bed availability • Ventilators • Trained medical staff (MD, RN, PA, NP, etc.) Additional short and long range pediatric response needs		

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

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
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.		

End Shift/Demobilization/System Recovery	Time	Initial
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.		