**Scribe**

**Mission:** Maintain accurate and complete documentation for the assigned work group.

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| Date: Start: End: Position Assigned to: **Position Reports to:** **Team Leader as assigned:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: Initial: Telephone: Radio Title:  |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive assignment and briefing from Medical Ops/Chief Nurse as assigned. Obtain packet containing Scribe Job Action Sheet. |  |  |
| Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided). |  |  |
| Receive assigned radio and establish two-way communications with the Communications Unit Leader. Receive just-in-time training for the radio if needed. |  |  |
| Coordinate with Logistics Chief to ensure access to IT systems if available with email/intranet communication.  |  |  |
| Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.  |  |  |
| Ensure adequate office supplies  |  |  |
| Prepare a system to receive documentation and completed forms from assigned designated area.  |  |  |
| Scan or save all documents. Protect patient information.  |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214). |  |  |
| Participate in briefings and meetings as requested. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Advise designated personnel immediately of any operational issue you are not able to correct or resolve. |  |  |
| Continue to adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.  |  |  |
| Continue to accept and organize all documentation and forms  |  |  |
| Check the accuracy and completeness of records submitted. Correct errors or omissions by contacting the Team Leader.  |  |  |
| Maintain all historical information and record consolidated plans.   |  |  |

| **End of Shift/Demobilization/System Recovery** | **Time** | **Initial** |
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| Ensure all documentation from ACS Sections is received and compiled. |  |  |
| Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines during the demobilization phase.  |  |  |
| Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Planning Section Chief. |  |  |
| Submit comments to the after-action report. |  |  |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |