**Scribe**

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

|  |
| --- |
| 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** |
| --- | --- | --- |
| 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** |
| --- | --- | --- |
| 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** |
| --- | --- | --- |
| 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. |  |  |