

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.		