**TMTS MEDICAL DIRECTOR**

**Mission:** Organize and manage the overall delivery of medical care. Advise the Incident Commander and or Operations Section Chief, as assigned, on issues related to biological/infectious disease, radiological exposure casualties, chemical exposure casualties, trauma casualties ,and explosives exposure casualties as applicable per medical response.

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| Date: Start: End: Position Assigned to: Signature: Initial: TMTS Command Location: Telephone: Other Contact Info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Radio Title:  |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive assignment and briefing from the Incident Commander. Obtain packet containing Medical Director 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 or designee. |  |  |
| Review the HICS 206-Medical Plan, HICS 205-Communications Plan, HICS 202–Incident Objectives, and the Organizational Chart. |  |  |
| Ensure accurate contact info on hand for TMTS command; ensure accurate contact info on hand for Incident Command and others (when applicable). |  |  |
| Collaborate with Medical Operations Chief concerning medical care guidelines. |  |  |
| Brief Medical Care Branch Unit leaders on current situation, incident objectives and strategy: outline Branch action plan and designate time for next briefing. |  |  |
| Assess problems and needs in Branch areas: coordinate resource management. |  |  |
| Ensure responders comply with safety policies and procedures. |  |  |
| Determine need for surge capacity plan and/or modification of existing plan. |  |  |
| Coordinate with Medical Operations Chief to prioritize patient treatment and transfer. |  |  |
| Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.  |  |  |
| Meet regularly with the TMTS Command staff to plan and project patient care needs. |  |  |
| Contact the local Public Health Department, in collaboration with the Liaison Officer, as required, for notification, support, and investigation resources. |  |  |
| Assess size and location of chemical/radiological exposures. Coordinate with other Branch Directors to implement decontamination and response plans.  |  |  |
| Recommend decontamination procedures and staff personal protection, including respiratory protection.  |  |  |
| Recommend input for PIO press releases as requested.  |  |  |
| Regularly meet with the Medical Operations Chief to review plan of action and staffing in the treatment area. |  |  |
| Review personal protection practices; revise as needed. |  |  |
| 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** |
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| Continue to meet regularly with the Incident Commander, Operations Chief and Medical Branch Command for status reports, and insure important information is relayed to the TMTS team members. |  |  |
| Ensure best practices of patient care, disposition of patients, and clinical services support is maintained.  |  |  |
| Continue to adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.  |  |  |
| Ensure patient tracking and transfer is being properly coordinated by the Incident Command. |  |  |
| Meet regularly with TMTS Command to assess current and project future patient care conditions. |  |  |
| Ensure patients records are being maintained and collected. |  |  |
| Advise Incident Command immediately of any operational issue you are not able to correct or solve. |  |  |
| Ensure patient/staff safety issues are identified and addressed. |  |  |
| Ensure staff health and safety issues are being addressed; resolve with Safety Officer. |  |  |
| Continue to provide updated clinical information and situation reports to the TMTS Command. |  |  |
| Ensure patient care needs are being met and policy decisions to institute austere care (altered level of care) practices are determined and communicated effectively. |  |  |
| Develop and submit action plan to the Incident Commander when requested. |  |  |

| **End of Shift/Demobilization/System Recovery** | **Time** | **Initial** |
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| Debrief TMTS responders on lessons learned and procedural/equipment changes needed. |  |  |
| Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines during the demobilization phase.  |  |  |
| Upon deactivation of your position, brief the Incident Commander, as appropriate, on current problems, outstanding issues, and follow-up requirements. |  |  |
| Upon deactivation of your position, ensure that all documentation and HICS forms are collected. |  |  |
| Submit comments to the after action report. |  |  |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |