

## 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.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_

Signature: \_\_\_\_\_ Initial: \_\_\_\_\_

TMTS Command Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

<b>Immediate (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
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.		

<b>Immediate (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
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.		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
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.		

<b>End of Shift/Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
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.		