

MEDICAL DEVICES UNIT LEADER

Mission: Organize and distribute medical devices to requesting clinical care areas.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____

Position Reports to: Infrastructure Branch Director Signature: _____

Hospital Command Center (HCC) Location: _____ Telephone: _____

Fax: _____ Other Contact Info: _____ Radio Title: _____

| Immediate (Operational Period 0-2 Hours) | Time | Initial |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Infrastructure Branch Director. | | |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification. | | |
| Notify your usual supervisor of your HICS assignment. | | |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. | | |
| Appoint Medical Devices Unit members and complete the Branch Assignment List (HICS Form 204). | | |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing. | | |
| Ensure Unit members comply with safety policies and procedures. | | |
| Distribute pre-designated medical devices to casualty care areas. Enlist the assistance of the Transportation Unit Leader. | | |
| Evaluate and communicate the operational status of the medical devices to the Infrastructure Branch Director. | | |
| Initiate emergency order(s) for the medical devices as indicated; advise Infrastructure Branch Director of any issues encountered. | | |
| Coordinate with Infrastructure Branch Director to request external resource assistance. | | |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. | | |

| Intermediate (Operational Period 2-12 Hours) | Time | Initial |
|---|-------------|----------------|
| Meet regularly with the Infrastructure Branch Director for status reports, and relay important information to Unit members. | | |
| Continue to closely monitor medical device usage and supply. | | |
| Coordinate activities and inventories with the Logistics Section's Supply Unit Leader. | | |
| Regularly report medical device inventories to the Planning Section's Materiel Tracking Manager. | | |
| Restock treatment areas per request at least every 8 hours. | | |
| Advise Infrastructure Branch Director immediately of any operational issue you are not | | |



| Intermediate (Operational Period 2-12 Hours) | Time | Initial |
|---|-------------|----------------|
| able to correct or resolve. | | |

| Extended (Operational Period Beyond 12 Hours) | Time | Initial |
|--|-------------|----------------|
| Continue to provide periodical situation updates to personnel. | | |
| Continue effective inventory control and replacement measures. Coordinate receipt and distribution of medical devices obtained through external sources. | | |
| Ensure your physical readiness through proper nutrition, water intake, rest and stress management techniques. | | |
| Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. | | |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information. | | |

| Demobilization /System Recovery | Time | Initial |
|--|-------------|----------------|
| As needs for Medical Devices Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner. | | |
| Notify Infrastructure Branch Director when clean-up/restoration is complete. | | |
| Coordinate resupply ordering and restocking of used equipment. | | |
| Repair/replace broken equipment. | | |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. | | |
| Coordinate reimbursement issues with Finance/Administration Section Chief. | | |
| Debrief staff on lessons learned and procedural/equipment changes needed. | | |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Infrastructure Branch Director or Operations Section Chief, as appropriate. | | |
| Upon deactivation of your position, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | | |
| Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes and mitigation efforts • Section accomplishments and issues | | |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. | | |

| Documents/Tools |
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| <ul style="list-style-type: none"> • Incident Action Plan • HICS Form 204 – Branch Assignment List |



Documents/Tools

- HICS Form 207 – Incident Management Team Chart
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- PC with internet access, as available
- Inventory list and vendor supply list