

MEDICAL-TECHNICAL SPECIALIST: HOSPITAL ADMINISTRATION

Mission: Maintain oversight of hospital service capability and operations. Advise the Incident Commander or Section Chief, as assigned, on issues related to hospital operations.

Position Reports to: Incident Commander		Command Location: _____
Position Contact Information: Phone: () - _____		Radio Channel: _____
Hospital Command Center (HCC): Phone: () - _____		Fax: () - _____
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Obtain a briefing from the Incident Commander on: <ul style="list-style-type: none"> ○ Size and complexity of the incident ○ Expectations of the Incident Commander ○ Incident objectives ○ Involvement of outside agencies, stakeholders, and organizations ○ The situation, incident activities, and any special concerns • Assume the role of Medical-Technical Specialist: Hospital Administration • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Assess hospital resources (staff, supplies, equipment, and facilities) that could be mobilized to assist as needed during the incident • Provide information to the Incident Commander on the operational situation including capabilities and limitations 		
<p>Activities</p> <ul style="list-style-type: none"> • Meet with Hospital Incident Management Team (HIMT) to determine the current status of operations, critical issues, and resource needs to continue operations • Notify appropriate hospital administrators and managers of the incident; conduct briefings • Maintain the flow of hospital patients, service delivery, materials, and information while the incident is being addressed, and respond promptly to issues that may disrupt that flow • Prepare to implement plans to accommodate a surge of patients into the hospital; review those services that can be delayed or stopped if needed • Collaborate with the Operations Section Chief and Medical Care Branch Director to implement crisis standards of care if needed 		

MEDICAL-TECHNICAL SPECIALIST: HOSPITAL ADMINISTRATION

<ul style="list-style-type: none"> • Ensure that if implemented, the crisis standards of care are communicated to physicians, staff, and board of directors, and others as appropriate • Determine the support requirements to keep non-emergency related hospital operations intact and functioning effectively • Collaborate with the Medical-Technical Specialist: Clinic Administration to assess clinic and hospital needs, critical issues, and ability to assist • Provide hospital resources (staff, supplies, and facilities) to assist clinic operations as requested and appropriate • Coordinate with Operations Section Business Continuity Branch Director to facilitate the implementation of Business Continuity Plans among affected hospital functions and departments, as appropriate • Participate in briefings and meetings, and contribute to the Incident Action Plan (IAP), as requested 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		

Intermediate Response (2 – 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Hospital Administration Medical-Technical Specialist role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Continue to receive updates from the hospital administrators and managers regarding critical response and recovery issues, and update the Hospital Incident Management Team (HIMT) as appropriate • Establish a regular meeting schedule with the Incident Commander or Operations Section Chief for updates on the situation regarding hospital operational needs • Coordinate with the Operations Section Business Continuity Unit Leader to monitor and evaluate Business Continuity Plan use • Provide input to the Public Information Officer regarding media releases 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		

MEDICAL-TECHNICAL SPECIALIST: HOSPITAL ADMINISTRATION

Extended Response (greater than 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Hospital Administration Medical-Technical Specialist role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Meet regularly with the Incident Commander or Operations Section Branch Directors to provide and receive updates on current status and conditions 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis 		
<p>Communication</p> <ul style="list-style-type: none"> • <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i> 		

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Hospital Administration Medical-Technical Specialist role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Participate in other briefings and meetings as required • Submit comments to Incident Commander on lessons learned and procedural or equipment changes needed • Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include: <ul style="list-style-type: none"> ○ Review of pertinent position activities and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues • Participate in stress management and after action debriefings 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to the Planning Section Documentation Unit 		

MEDICAL-TECHNICAL SPECIALIST: HOSPITAL ADMINISTRATION

Documents and Tools

- HICS 203 - Organization Assignment List
- HICS 213 - General Message Form
- HICS 214 - Activity Log
- HICS 215A - Incident Action Plan (IAP) Safety Analysis
- HICS 221 - Demobilization Check-Out
- Hospital Emergency Operations Plan
- Incident Specific Plans or Annexes
- Department and facility Business Continuity Plans
- Hospital organization chart
- Hospital telephone directory
- Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication