MEDICAL-TECHNICAL SPECIALIST: MEDICAL ETHICIST

Mission: Advise the Incident Commander or Section Chief, as assigned, on issues with ethical implications.

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

Receive appointment
• Obtain briefing from the Incident Commander on:
  o Size and complexity of the incident
  o Expectations of the Incident Commander
  o Incident objectives
  o Involvement of outside agencies, stakeholders, and organizations
  o The situation, incident activities, and any special concerns
• Assume the role of Medical-Technical Specialist: Medical Ethicist
• Review this Job Action Sheet
• Put on position identification (e.g., position vest)
• Notify your usual supervisor of your assignment		

Assess the operational situation • Evaluate key ethical issues such as standards of care, priority of care, use of limited resources, etc., and develop recommendations for addressing the issues		
Activities • Participate in briefings and meetings, and contribute to the Incident Action Plan (IAP), as requested • Consult to the Incident Commander and Command Staff on matters where an ethics perspective is important to decision making • Coordinate with the Hospital Incident Management Team (HIMT) as appropriate		
Documentation • 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		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		

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Intermediate Response (2 – 12 hours)	Time	Initial

Activities
• Transfer the Medical Ethicist Medical-Technical Specialist role, if appropriate
  o 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 medical hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o 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 evaluate implemented programs or recommendations that have ethical impacts to staff, patients, visitors, and the hospital
• Meet with Medical Care Branch Director to review proposed alterations in provision of care and other clinical or administrative issues with ethical considerations
• Brief the Incident Commander and Operations Section Chief concerning potential practice issues and needed modifications and changes to the delivery of care
• Review the implications of early discharge with medical care providers
• Establish a regular meeting schedule with the Incident Commander or Operations Section Chief for updates on the situation regarding hospital ethical needs
• Maintain regular communications with the Operations Section Medical Care Branch Director to co-monitor the delivery and quality of medical care in all patient areas		

Documentation • 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		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		

Extended Response (greater than 12 hours)	Time	Initial

Activities
• Transfer the Medical Ethicist Medical-Technical Specialist role, if appropriate
  o 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
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o 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 monitoring issues that have potential ethical implications and assist with identifying practice considerations
• Brief the Incident Commander and Section Chiefs on potential practice issues and recommended modifications and changes		

Documentation • 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		

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Communication		
Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners		

Demobilization/System Recovery	Time	Initial

Activities
 • Transfer the Medical Ethicist Medical-Technical Specialist role, if appropriate
    o 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
    o Address any health, medical, and safety concerns
    o Address political sensitivities, when appropriate
    o 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 the 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:
    o Review of pertinent position activities and operational checklists
    o Recommendations for procedure changes
    o Accomplishments and issues
 • Participate in stress management and after action briefings		

Documentation • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to the Planning Section Documentation Unit		

Documents and Tools
❑ HICS 203 - Organization Assignment List   ❑ HICS 204 - 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   ❑ Hospital ethics guidelines   ❑ Hospital organization chart   ❑ Hospital telephone directory   ❑ Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication