

## MEDICAL-TECHNICAL SPECIALIST: MEDICAL STAFF

**Mission:** Advise the Incident Commander or Section Chief, as assigned, on issues related to the medical staff.

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|---|-----------|-------------------------|
| Position Reports to: <b>Incident Commander</b>          |           | 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><b>Receive appointment</b></p> <ul style="list-style-type: none"> <li>• Obtain a briefing from the Incident Commander on:               <ul style="list-style-type: none"> <li>○ Size and complexity of the incident</li> <li>○ Expectations of the Incident Commander</li> <li>○ Incident objectives</li> <li>○ Involvement of outside agencies, stakeholders, and organizations</li> <li>○ The situation, incident activities, and any special concerns</li> </ul> </li> <li>• Assume the role of Medical-Technical Specialist: Medical Staff</li> <li>• Review this Job Action Sheet</li> <li>• Put on position identification (e.g., position vest)</li> <li>• Notify your usual supervisor of your assignment</li> </ul> |      |         |
| <p><b>Assess the operational situation</b></p> <ul style="list-style-type: none"> <li>• Assess hospital medical staff availability and resources</li> <li>• Provide information to the Incident Commander medical staff situation including capabilities and limitations</li> </ul>  |      |         |
| <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Assist the Logistics Section Labor Pool and Credentialing Unit Leader with medical staff credentialing issues</li> <li>• Address the credentialing, utilization, and oversight of volunteer practitioners</li> <li>• Meet regularly with the Operations Section Medical Care Branch Director and Planning Section to plan and project patient care needs</li> <li>• Participate in briefings and meetings, and contribute to the Incident Action Plan (IAP), as requested</li> <li>• Coordinate with the Hospital Incident Management Team (HIMT) as appropriate</li> </ul>  |      |         |
| <p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• HICS 206: Assist the Logistics Section Support Branch Director with completion of Staff Medical Plan</li> <li>• HICS 213: Document all communications on a General Message Form</li> </ul>  |      |         |



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| <ul style="list-style-type: none"> <li>• HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul>      |  |  |
| <b>Communication</b><br><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i> |  |  |

| Intermediate Response (2 – 12 hours)   | Time | Initial |
|--|------|---------|
| <b>Activities</b> <ul style="list-style-type: none"> <li>• Transfer the Medical Staff Medical-Technical Specialist role, if appropriate               <ul style="list-style-type: none"> <li>○ 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</li> <li>○ Address any health, medical, and safety concerns</li> <li>○ Address political sensitivities, when appropriate</li> <li>○ 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)</li> </ul> </li> <li>• Meet regularly with the Incident Commander or the Operations Section Chief, as appropriate, to brief them on medical staff status and projected needs</li> <li>• Establish a regular meeting schedule with the Incident Commander or Operations Section Chief for updates on the situation regarding hospital operational needs</li> <li>• Maintain regular communications with the Medical Care Branch Director to co-monitor the delivery and quality of medical care in all patient areas</li> </ul> |      |         |
| <b>Documentation</b> <ul style="list-style-type: none"> <li>• HICS 213: Document all communications on a General Message Form</li> <li>• HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul>  |      |         |
| <b>Communication</b><br><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>   |      |         |

| Extended Response (greater than 12 hours)  | Time | Initial |
|--|------|---------|
| <b>Activities</b> <ul style="list-style-type: none"> <li>• Transfer the Medical Staff Medical-Technical Specialist role, if appropriate               <ul style="list-style-type: none"> <li>○ 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</li> <li>○ Address any health, medical, and safety concerns</li> <li>○ Address political sensitivities, when appropriate</li> <li>○ 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)</li> </ul> </li> <li>• Continue to ensure response issues related to the medical staff are identified and effectively managed</li> <li>• Report critical issues to the Operations Section Chief and Medical Care Branch Director, as appropriate</li> </ul> |      |         |

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| <ul style="list-style-type: none"> <li>Meet regularly with the Incident Commander or Operations Section Branch Directors to update them on the current status and conditions</li> </ul>   |  |  |
| <b>Documentation</b> <ul style="list-style-type: none"> <li>HICS 213: Document all communications on a General Message Form</li> <li>HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul> |  |  |
| <b>Communication</b><br><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>  |  |  |

| Demobilization/System Recovery  | Time | Initial |
|---|------|---------|
| <b>Activities</b> <ul style="list-style-type: none"> <li>Transfer the Medical Staff Medical-Technical Specialist role, if appropriate               <ul style="list-style-type: none"> <li>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</li> <li>Address any health, medical, and safety concerns</li> <li>Address political sensitivities, when appropriate</li> <li>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)</li> </ul> </li> <li>Participate in other briefings and meetings as required</li> <li>Submit comments to Incident Commander on lessons learned and procedural or equipment changes needed</li> <li>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"> <li>Review of pertinent position activities and operational checklists</li> <li>Recommendations for procedure changes</li> <li>Accomplishments and issues</li> </ul> </li> <li>Participate in stress management and after action debriefings</li> </ul> |      |         |
| <b>Documentation</b> <ul style="list-style-type: none"> <li>HICS 221: Demobilization Check-Out</li> <li>Ensure all documentation is provided to the Planning Section Documentation Unit</li> </ul>  |      |         |

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### Documents and Tools

- HICS 203 - Organization Assignment List
- HICS 204 - Assignment List
- HICS 206 - Staff Medical Plan
- 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 organization chart
- Hospital telephone directory
- Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication