

MEDICAL-TECHNICAL SPECIALIST: RISK MANAGEMENT

Mission: Assess the need for and advise the Incident Commander or Section Chief, as assigned, regarding changes to risk management and loss prevention program policies as appropriate to response to this incident or emergency safety legislation. Act as the liaison to attorneys, insurance companies, and individuals, investigating any incidents that may result in asset loss or other risk.

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: Risk Management • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment 		
<p>Activities</p> <ul style="list-style-type: none"> • Communicate regularly with Finance/Administration Section Compensation/Claims Unit and Logistics Section Employee Health and Well-Being Unit on risk management issues • Work with Legal Affairs, as needed, on response issues such as deviation from regulatory standards, modified standards of care, EMTALA, HIPPA, evacuation, credentialing, and volunteer utilization • Continuously monitor response practices and identify for the Hospital Incident Management Team (HIMT) appropriate modifications or changes, working in conjunction with Safety Officer, Operations Section Security Branch Director, and appropriate Medical-Technical Specialists • Participate in briefings and meetings, and contribute to the Incident Action Plan (IAP), as requested • Coordinate internal and external messages with Public Information Officer 		

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Documentation		
<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 		
Communication		
<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
Activities <ul style="list-style-type: none"> • Transfer the Risk Management 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 monitoring for and reporting high risk activities to the Safety Officer or other appropriate Section Chief • Brief the Hospital Incident Management Team (HIMT) on potential practice issues and needed modifications and changes • Establish a regular meeting schedule with the Incident Commander or Operations Section Chief for updates on the situation regarding hospital operational needs 		
Documentation <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 		
Communication <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		

Extended Response (greater than 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> • Transfer the Risk Management 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 provision of advice and guidance on risk management issues and actions to Command Staff 		

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Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
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Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Risk Management 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) • Assist the Logistics Section Employee Health and Well-Being Unit and Finance/Administration Section Compensation/Claims Unit with the follow up of staff injury and exposure • 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 HCC documentation is provided to the Planning Section Documentation Unit Leader 		

Documents and Tools
<ul style="list-style-type: none"> <input type="checkbox"/> HICS 203 - Organization Assignment List <input type="checkbox"/> HICS 213 - General Message Form <input type="checkbox"/> HICS 214 - Activity Log <input type="checkbox"/> HICS 215A - Incident Action Plan (IAP) Safety Analysis <input type="checkbox"/> HICS 221 - Demobilization Check-Out <input type="checkbox"/> Hospital Emergency Operations Plan <input type="checkbox"/> Incident Specific Plans or Annexes <input type="checkbox"/> Hospital organization chart <input type="checkbox"/> Hospital telephone directory <input type="checkbox"/> Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication <input type="checkbox"/> Computer with internet access