

## MEDICAL CLINICS UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist Outpatient Services Group Supervisor and Medical/Health Branch Director in emergency response operations. Areas of concern include but are not limited to: coordination of information between the local EOC and all area Medical Clinics.

**Immediate**

- \_\_\_\_\_ **RECEIVE APPOINTMENT**  
Receive appointment from the Outpatient Services Group Supervisor or Medical/Health Branch Director. Obtain packet containing Section's Job Action Sheet and forms.
- \_\_\_\_\_ **I.D. YOURSELF**  
Carry County issued identification at all times.
- \_\_\_\_\_ **REVIEW JOB SHEET**  
Read this entire Job Action Sheet and review organizational chart.
- \_\_\_\_\_ **OBTAIN BRIEFING**  
Obtain briefing from the Outpatient Services Group Supervisor or Medical/Health Branch Director.
- \_\_\_\_\_ **ESTABLISH POST**  
Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).
- \_\_\_\_\_ **CONTACTS**  
Review county and municipal emergency organizational charts to determine appropriate contacts (e.g. EMS, Mental Health, Medical Transportation) and need to establish task forces.
- \_\_\_\_\_ **APPOINT TASK FORCE LEADERS**  
Appoint Task Force Leaders, as needed.
- \_\_\_\_\_ **BRIEF TASK FORCE LEADERS**  
Brief all Task Force Leaders on current situation and develop the group's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.
- \_\_\_\_\_ **STAFFING**  
Contact personnel to initiate first shift of staffing. Maintain staffing records.
- \_\_\_\_\_ **RESOURCES NEEDS**  
Relay resource needs to the Medical/Health Branch Director, utilizing the proper RIMS forms.
- \_\_\_\_\_ **BEEPER**  
Be available to personnel by beeper.
- \_\_\_\_\_ **STATUS REPORTS**  
Contact local Medical Clinics to determine the status of their facilities.
- \_\_\_\_\_ **INTERMEDIATE**
- \_\_\_\_\_ **STAFF/SUPPLY**  
Ensure that each of the Task Force Leaders has adequate staff and supplies.

----- **BRIEFINGS/UPDATES**  
Designate times for briefings and updates with all Task Force Leaders.

----- **COMMUNICATE UP**  
Brief the Outpatient Services Group Supervisor or Medical/Health Branch Director routinely.  
Attend Planning Meetings as appropriate.

----- **RESPOND TO PROBLEMS**  
Respond to requests and complaints from incident personnel regarding inter-organization problems.

**Extended**

----- **DOCUMENT**  
Assure that all communications and times are documented, as well as all actions and decisions.

----- **OBSERVE STAFF**  
Observe all staff for signs of stress. Report concerns to the EOC Director. Provide for staff rest periods and relief.

**Recovery**

----- **MEDICAL/HEALTH CRITIQUE**  
Participate in critique of medical/health disaster response.

----- **COUNTY CRITIQUE**  
Participate in critique of overall county disaster response.