

INPATIENT SERVICES GROUP SUPERVISOR

Positioned Assigned To:

You Report To:

Mission: To oversee, direct, and facilitate activities of the Inpatient Services Group relating to medical/health emergency response operations. Assist with directives of the EOC Director and Medical/Health Branch Director. Areas of concern include, but are not limited to promoting Inpatient Services Group preparedness, communicating with hospitals, skilled nursing facilities, rehab and home health care personnel, coordinating data collection and reporting.

Immediate

- _____ **RECEIVE APPOINTMENT**
Receive appointment from the Medical/Health Branch Director. Obtain packet containing Section's Job Action Sheet and forms.
- _____ **I.D. YOURSELF**
Carry County I.D. at all times.
- _____ **REVIEW JOB SHEET**
Read this entire Job Action Sheet and review organizational chart.
- _____ **OBTAIN BRIEFING**
Obtain briefing from the 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 and need for Clinics units.
- _____ **APPOINT UNIT LEADERS**
Appoint Unit Leaders, as needed, to staff the Hospitals, Skilled Nursing Facilities, Rehab and Home Health Care units.
- _____ **BRIEF UNIT LEADERS**
Brief all Unit 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 staff 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 Unit Leaders by beeper, if possible.

Intermediate

- _____ **STAFF/SUPPLY**
Ensure that each of the Unit Leaders has adequate staff and supplies.
- _____ **BRIEFINGS/UPDATES**
Designate times for briefings and updates with all Unit Leaders.

COMMUNICATE UP

Brief the 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 Medical/Health Branch Director.
Provide for staff rest periods and relief.