

## PUBLIC HEALTH NURSING UNIT LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist Public Health Group Supervisor and Medical/Health Branch Director in emergency response operations. Areas of concern include but are not limited to: deployment and maintenance of nursing services to shelter residents, provision of immunizations to populations at risk and prevention, detection and surveillance of communicable diseases.

**Immediate**

- \_\_\_\_\_ **RECEIVE APPOINTMENT**  
Receive appointment from the Public Health Group Supervisor or Medical/Health Branch Director. Obtain packet containing Section's Job Action Sheet and forms.
- \_\_\_\_\_ **I.D. YOURSELF**  
Carry County I.D. and nursing license at all times.
- \_\_\_\_\_ **REVIEW JOB SHEET**  
Read this entire Job Action Sheet and review organizational chart.
- \_\_\_\_\_ **OBTAIN BRIEFING**  
Obtain briefing from the Public Health 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. Red Cross, EMS, DSS, Mental Health) and need to establish task forces.
- \_\_\_\_\_ **APPOINT TASK FORCE LEADERS**  
Appoint Task Force Leaders, as needed, to staff the Immunizations, Communicable Diseases and Shelter Task Forces.
- \_\_\_\_\_ **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 Public Health nurses 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 public health and shelter nurses by beeper.
- \_\_\_\_\_ **SKILLED NURSING FACILITIES**  
Contact skilled nursing and home health unit leaders to coordinate care for their patients as needed..

\_\_\_\_\_ **COMMUNICABLE DISEASES**

Inform Medical/Health Branch Director of the initiation of the Communicable Disease Surveillance Form by shelter nursing staff..

**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 Public Health 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.