

SKILLED NURSING UNIT LEADER

Positioned Assigned To:
You Report To:

Mission: To assist the EOC Director, the County Health Officer, and Medical/Health Group Supervisor in emergency response operations. Areas of concern include, but are not limited to the coordination of information between the EOC and local Skilled Nursing organizations.

Immediate

- _____ **RECEIVE APPOINTMENT**
Receive appointment from the Inpatient Services Group Supervisor.
Obtain packet containing 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 Medical/Health Branch Director, or the Inpatient Services Group Supervisor.
- _____ **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).
- _____ **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 units initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.
- _____ **CONTACT LIAISONS**
Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Public Works...).
- _____ **Keep government Liaison Officers updated on changes and development of Skilled Nursing related responses to the incident.**
- _____ **RESOURCES NEEDS**
Relay resource needs to the Inpatient Services Group Supervisor, utilizing the proper RIMS forms.
- _____ **BEEPER**
Be available to field personnel by beeper if possible.
- _____ **FACILITY EVACUATION**
Should any facilities require evacuation, ensure the following steps are taken:
 - Evacuate residents, patients and clients to other health facilities rather than general population centers.
 - Alert facilities to ensure that medications, medical care and personal information, special diet information, and any supplies necessary for continuing care accompany the resident, patient or client. Once they have left the facility they may not be able to return for anything until after the emergency has passed.

Intermediate

- _____ **COMMUNICATION LINES**
Establish communications with other county sites, Task Force Leader and Skilled Nursing agencies.
- _____ **NEEDS ASSESSMENT**
Obtain situation reports from other Task Force Leaders and assess needs.
- _____ **STATUS UPDATE**
Notify Inpatient Services Group Supervisor of the units operational status, and any major damage to facilities.
- _____ **STAFFING**
Request or release employees, if appropriate. Update voice mail with instructions for staff.
- _____ **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 Inpatient Services Group Supervisor routinely. Attend Planning Meetings as appropriate.

RESPOND TO PROBLEMS

Respond to requests and complaints from incident personnel regarding inter-organization problems.

Extended

MEET COMMUNITY NEEDS

Establish mechanisms to ensure response to high priority issues.

PUBLIC INFORMATION

Update Inpatient Services Group Supervisor regarding any public information announcement needs.

DOCUMENT

Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.

OBSERVE STAFF

Observe all staff for signs of stress. Report concerns to the Inpatient Services Group Supervisor. 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.