

URGENT CARE 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 urgent care centers.

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 Urgent Care Centers 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.