

POSITION #20, TITLE: Operations Chief (Medical Coordinator)

Direct Supervisor: EDS Coordinator

Mission: Responsible for the medical/clinical implementation of the EDS Plan. Works with Patient Flow supervisor, Patient Care supervisor, Transport and Security to ensure the receipt of prophylaxis and smooth operation of EDS.

Qualifications: Medical professional with supervisory experience and strong clinical background.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- Review your Position Checklist and check off tasks as they are completed.
- Sign In for EDS shift, obtain credentialing and put on ID badge.
- Attend overall staff briefing and receive onsite briefing from EDS Coordinator.
- Familiarize self with EDS plan.
- Familiarize self with clinic layout and process.
- Determine supervisors and make staff assignments for each functional area.
- Brief supervisors and staff concerning planned operations
- Meet with Security to ensure safe operations
- Work with Logistics to ensure that all medical and operational supplies are available
- Make sure Medical/Pharmacy/Behavioral Health staff are clear on screening/ treatment protocol
- Meet with Clinical Staff for JIT training and briefing
- Ensure all staff/volunteers and their families have received prophylaxis
- Brief all station staff on procedures for additional supplies, security problems, treatment issues or other problems
- Familiarize self with all forms to be used
- Ensure standing orders have been signed
- Ensure adequate communication networks in place with key agencies

Primary Responsibilities During Site Operation

- SIGN IN FOR SHIFT
- Monitor patient flow and work with Supervisors to resolve any EDS clinic issues
- Work with Physician Evaluator on any Medical Screening/Treatment issues
- Ensure proper collection of paperwork and turn into EDS coordinator
- Work with Patient Flow supervisor to monitor and adjust patient flow prn
- Work with Logistics Chief to ensure continued supply of essential items
- Work with Inventory Manager/Pharmacy to ensure continued supply of medication/vaccine and notify EDS coordinator when time to re-order.
- Work with Transport to ensure that all transported patients are tracked through the on-site patient tracking system
- Consult with Security on any adjustments to ensure the public and staff safety
- Brief incoming shift replacement
- SIGN OUT

Deactivation Phase

- Coordinate and supervise the breakdown and re-packing of each station.
- Identify issues for After Action Report.
- Participate in de-briefing.