

## **POSITION #27, TITLE: Patient Care Supervisor**

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**Direct Supervisor: Operations Chief**

**Mission: Oversee all clinical activities onsite. Oversee Group leaders for Triage, Forms Review/Collection/Distribution, Dispensing, Medical Evaluation, Drug Triage, Behavioral Health**

**Qualifications: Excellent Medical/Clinical skills.**

### **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.
- Review Operations plan
- Receive assignment-specific briefing from your section chief
- Familiarize self with clinic layout and process.
- Familiarize self with clinical aspects of the disease, its treatment and drug information sheets
- Familiarize self with all forms
- Assign and Brief Group Leaders under your supervision
- Work with Operations Chief to create staffing assignments

#### **Primary Responsibilities During Site Operation**

- SIGN IN FOR SHIFT
- Ensure smooth operations of clinical activities at EDS
- Work with Group Leaders to problem solve in their functional areas
- Work with Patient Flow Group Leader to ensure smooth flow and eliminate bottlenecks throughout EDS
- Consult with Physician Evaluator/Operations Chief on any disagreements concerning disposition by Medical Screening/Drug Triage
- Work with Transport Group Leader to ensure smooth transfer of patients to medical facilities
- Work with Inventory Manager to ensure adequate SNS material assets for site
- Brief incoming shift replacement
- SIGN OUT

#### **Deactivation Phase**

- Coordinate and supervise the teardown and re-packing of the assigned areas.
- Ensure all forms have been turned into the Operation Chief
- Participate in de-briefing.