

MEDICAL DIRECTOR/SPECIALIST

Mission: Consult with the Incident Commander and/or Operations Section Chief on the medical, biological/infectious, and/or hazmat implications related to the event. Oversee medical services and assist with diagnosis, treatment and medical management of residents and injured staff as needed.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Positions Reports to: Incident Commander - Signature: _____				
Nursing Home Command Center (NHCC) Location: _____				
Phone: _____		Fax: _____	Email: _____	
Radio Title: _____				

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander.		
Read this entire Job Action Sheet and review Incident Management Team Chart (see NHICS Form 207). Put on position identification (e.g. vest, cap, etc.).		
Obtain initial status briefing and information from the Incident Commander, Operations and/or Planning Section Chiefs and identify priority medical actions which could include: <ul style="list-style-type: none"> • Triage of injured residents, employees and non-employees on the premises • Resident acuity determinations related to admissions, transfers and/or evacuation • Types of biological, environmental, radiological, chemical and/or infectious hazards involved • Current guidance on the prevention, precautions and treatment of medical problems associated with the identified hazards 		
Participate in Incident Action Plan preparation, briefings, and meetings with the Incident Commander as needed; assist in the identification of medically-related resource requirements.		
Maintain communications with the Operations to identify critical resident issues and resource needs.		
In conjunction with the Liaison Officer, maintain communication with the Public Health Department to obtain current information on status, precautions, and treatment of illness and injuries related to the incident and provide required reports.		
Consult with Nursing Unit Leader on issues related to resident acuity which may impact evacuation and admission, transfer, and discharge determinations and monitor the delivery and quality of nursing care in resident areas.		

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Document all key activities, actions, and decisions in an Operational Log (see NHICS Form 201) on a continual basis.		
Document all critical communications (internal and external) on an Incident Message Form (see NHICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

INTERMEDIATE (Operational Period 2-12 Hours)	Time	Initial
Attend command briefings and Incident Action Planning meetings as needed to gather and share critical incident and resident status information. Contribute information as needed for incorporation into the goals to the Incident Action Plan.		
Continue to consult with Nursing Unit Leader on issues related to resident care and monitor the delivery and quality of nursing care in resident areas as needed.		
Oversee the communication with attending, receiving, and/or referring physicians, and emergency medical personnel and intervene as needed to facilitate the coordination of resident care.		
Maintain communication with the Public Health Department to obtain current information on status, precautions, and treatment of illness and injuries related to the incident and provide required reports.		
Evaluate and consult on key ethical issues related to the incident such as standards of care and use of limited resources. Develop recommendations for addressing these issues.		
Respond to requests and issues from incident management team members regarding medical issues.		
Continue to document all actions and observations on the Operational Log (see NHICS Form 201) on a continual basis.		

EXTENDED (Operational Period Beyond 12 Hours)	Time	Initial
Continue to attend command briefings and Incident Action Planning meetings as needed to gather and share critical medical advice and resident status information.		
Continue to consult with Nursing Unit Leader on issues related to resident care and monitor the quality of medical and nursing services to residents.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Continue to oversee communication with attending physicians and the Public Health Department as needed related to the incident and to provide required reports.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report findings to the Safety Officer.		

DOCUMENTS/TOOLS

- Incident Action Plan
- NHICS Form 201: Incident Briefing Form
- NHICS Form 207: Incident Management Team Chart
- NHICS Form 213: Incident Message Form
- Facility emergency operations plan
- Facility organizational chart

Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System by the American Health Care Association (AHCA) Disaster Preparedness Committee