MEDICAL/TECHNICAL SPECIALIST – PEDIATRIC CARE

**Mission:** Advise the Incident Commander or Operations Section Chief, as assigned, on issues related to pediatric emergency response.

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| Date: Start: End: Position Assigned to: Initial: **Position Reports to:** Signature: Hospital Command Center (HCC) Location: Telephone: Fax: Other Contact Info: Radio Title:  |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive appointment and briefing from the Incident Commander or Operations Section Chief, as assigned.  |  |  |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification. |  |  |
| Notify your usual supervisor of your HICS assignment. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Meet with the Command staff, Operations and Logistics Section Chiefs and the Medical Care Branch Director to plan for and project pediatric patient care needs.  |  |  |
| Communicate with the Operations Section Chief to obtain:* Type and location of incident
* Number and condition of expected pediatric patients
* Estimated arrival time to facility
* Unusual or hazardous environmental exposure
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| Request staffing assistance from the Labor Pool and Credentialing Unit Leader, as needed, to assist with rapid research as needed to determine hazard and safety information critical to treatment and decontamination concerns for the pediatric victims.  |  |  |
| Provide pediatric care guidance to Operation Section Chief and Medical Care Branch Director based on incident scenario and response needs  |  |  |
| Ensure pediatric patient identification and tracking practices are being followed. |  |  |
| Communicate and coordinate with Logistics Section Chief to determine pediatric:* Medical care equipment and supply needs
* Medications with pediatric dosing
* Transportation availability and needs (carts, cribs, wheel chairs, etc.)
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| Communicate with Planning Section Chief to determine pediatric:* Bed availability
* Ventilators
* Trained medical staff (MD, RN, PA, NP, etc.)
* Additional short and long range pediatric response needs
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| Ensure that appropriate pediatric standards of care are being followed in all clinical areas. |  |  |
| Collaborate with the PIO to develop media and public information messages specific to pediatric care recommendations and treatment. |  |  |
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.  |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Continue to communicate and coordinate with Logistics Section Chief the availability of pediatric equipment and supplies.  |  |  |
| Coordinate with Logistics and Planning Section Chiefs to expand/create a Pediatric Patient Care area, if needed. |  |  |
| Continue to monitor pediatric care activities to Ensure needs are being met. |  |  |
| Meet regularly with the Operations Section Chief and Medical Care Branch Director for updates on the situation regarding hospital operations and pediatric needs. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Ensure the provision of resources for pediatric mental health and appropriate event education for children and families. |  |  |
| Continue to ensure pediatric related response issues are identified and effectively managed  |  |  |
| Continue to meet regularly with the Operations Section Chief or Incident Commander, as appropriate, for situation status updates and to communicate critical pediatric care issues.  |  |  |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques. |  |  |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Mental Health Unit Leader. Provide for staff rest periods and relief. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Operations Section Chief or Incident Commander, as appropriate.  |  |  |
| Upon deactivation of your position, brief the Operations Section Chief or Incident Commander, as appropriate, on current problems, outstanding issues, and follow-up requirements. |  |  |
| Submit comments to the Operations Section Chief or Incident Commander, as appropriate, for discussion and possible inclusion in the after-action report; topics include:* Review of pertinent position descriptions and operational checklists
* Recommendations for procedure changes
* Section accomplishments and issues
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| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| * Incident Action Plan
* HICS Form 207 – Incident Management Team Chart
* HICS Form 213 – Incident Message Form
* HICS Form 214 – Operational Log
* Hospital emergency operations plan
* Hospital organization chart
* Hospital telephone directory
* Radio/satellite phone
* Local public health reporting forms
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