MEDICAL/TECHNICAL SPECIALIST — MEDICAL ETHICIST

**Mission:** Assist Command staff and Section Chiefs to address management issues with ethical implications.

|  |
| --- |
| Date: Start: End: Position Assigned to: Initial: **Position Reports to:** Incident Commander Signature: Hospital Command Center (HCC) Location: Telephone: Fax: Other Contact Info: 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 (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. |  |  |
| Evaluate key ethical issues such as standards of care, priority of care, use of limited resources, etc. and develop recommendations for addressing the issues.  |  |  |
| Coordinate with Command Staff, Section Chiefs and other Medical/Technical Specialists as appropriate. |  |  |
| 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** |
| --- | --- | --- |
| Continue to evaluate implemented programs or recommendations that have ethical impacts to staff, patients, visitors and the facility.  |  |  |
| Brief Incident Command staff of potential practice issues and needed modifications and changes. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Continue monitoring issues that have potential ethical implications and assist with identifying practice considerations |  |  |
| Brief Command Staff and Section Chiefs of potential practice issues and recommended modifications and changes. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
| --- | --- | --- |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Upon deactivation of your position, insure all documentation and Operational Logs (HICS Form 214) are submitted to your assigned Section Chief or the Incident Commander, as appropriate.  |  |  |
| Upon deactivation of your position, brief your assigned Section Chief or the Incident Commander, as appropriate, on current problems, outstanding issues, and follow-up requirements. |  |  |
| Submit comments to your assigned Section Chief or the 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
 |  |  |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
| --- |
| * 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
* PC with internet access, as available
 |