Procurement UNIT LEADER

**Mission:** Responsible for administering accounts receivable and payable to contract and non-contract vendors.

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| Date: Start: End: Position Assigned to: lnitials: **Position Reports to:** **Finance/Administration Section Chief** 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, briefing, and any appropriate materials from the Finance/Administration Section Chief. |  |  |
| 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). |  |  |
| Appoint Unit members and complete the Branch Assignment List (HICS Form 204). |  |  |
| Brief Unit members on current situation, incident objectives, and strategy; outline Unit action plan; and designate time for next briefing. |  |  |
| Ensure Unit members comply with safety policies and procedures. |  |  |
| Ensure the separate accounting of all contracts specifically related to the emergency incident and of all purchases within the enactment of the emergency incident management plan. |  |  |
| Establish a line of communication with the Supply Unit Leader to insure resource coordination. |  |  |
| Obtain authorization to initiate and finalize purchases from the Finance/Administration Section Chief, or authorized representative. |  |  |
| Interpret and initiate contracts/agreements to minimize costs (when possible) and resolve disputes. |  |  |
| Establish and document emergency agreements for the sharing, transfer of material, supplies, etc., to other entities. |  |  |
| 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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| Meet routinely with the Finance/Administration Section Chief for status reports, and relay important information to Unit members. |  |  |
| Maintain log of all purchases related to the incident and initiate the Procurement Summary Report (HICS Form 256). |  |  |
| Collect invoices and other records to reconcile them with the procurement agreements before forwarding them to the Cost Unit Leader. |  |  |
| Forward a summary accounting of purchases on the Procurement Summary Report (HICS Form 256) to the Cost Unit Leader every eight hours, or as determined by the Cost Unit Leader. |  |  |
| Coordinate with the Supply Unit Leader to ensure that procurements meet the needs of the requestors. |  |  |
| Develop and submit an action plan to the Finance/Administration Section Chief when requested. |  |  |
| Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct or resolve.  |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to maintain the Procurement Summary Report (HICS Form 256), identifying all contracts initiated during the incident. |  |  |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Finance/Administration Section Chief at assigned intervals and as needed.  |  |  |
| 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 Employee Health & Well-Being 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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| As needs for the Procurement Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |  |  |
| Ensure complete closure of contracts, agreements, purchases, etc, relating to the emergency incident. |  |  |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Finance/Administration Section Chief. |  |  |
| Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow-up requirements. |  |  |
| Submit comments to the Finance/Administration Section Chief 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 204 – Branch Assignment List
* HICS Form 207 – Incident Management Team Chart
* HICS Form 213 – Incident Message Form
* HICS Form 214 – Operational Log
* HICS Form 256 – Procurement Summary Report
* Hospital emergency operations plan
* Hospital organization chart
* Hospital telephone directory
* Radio/satellite phone
* Standard procurement protocol, including coding information
* Contract and non-contract vendor lists
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