MEDICAL/TECHNICAL SPECIALIST – RISK MANAGEMENT

**Mission:** Recommend to Command staff and Section Chiefs, any changes to risk-management and loss-prevention program policies to comply with emergency safety legislation and industry practices. Advise on the most cost effective plans to minimize asset liability. Act as the liaison to attorneys, insurance companies and individuals, investigating any incidences that may result in asset loss.

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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. |  |  |
| 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. |  |  |
| Request staffing assistance from the Labor Pool and Credentialing Unit Leader to assist with rapid research and clerical activities as needed.  |  |  |
| Coordinate internal and external messages with Public Information Officer. |  |  |
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.  |  |  |
| Communicate regularly with Finance/Administration Section’s Claims/Compensation Unit and Employee Health and Well-Being Unit on risk management issues. |  |  |
| Continuously monitor response practices and identify for the Command Staff appropriate modifications or changes working in conjunction with Safety Officer, Security Branch Director and appropriate technical specialists. |  |  |
| 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 monitoring for and reporting high risk activities to the Safety Officer or other appropriate Section Chief. |  |  |
| Brief Incident Command staff of potential practice issues and needed modifications and changes. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue monitoring for high risk activities. |  |  |
| Brief Command staff and Section Chiefs of potential practice issues and needed modifications and changes. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| Coordinate staff injury medical follow up, in conjunction with Employee Health and Well-Being Unit and Claims/Compensation Unit. |  |  |
| Coordinate staff injury reports, documentation and related issues with Finance Section Chief. |  |  |
| 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 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
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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
* PC with internet access, as available
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