INPATIENT UNIT LEADER

Mission: Assure treatment of inpatients, manage the inpatient care areas, and provide for a controlled patient discharge.

Position Reports to: Medical Care Branch Director

Command Location: ________________

Position Contact Information: Phone: (______) - ________ Radio Channel: ________________

Hospital Command Center (HCC): Phone: (______) - ________ Fax: (______) - ________

Position Assigned to: Date: / / Start: ____:____ hrs.

Signature: Initials: End: ____:____ hrs.

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Immediate Response (0 – 2 hours)

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<thead>
<tr>
<th>Time</th>
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Receive appointment
- Obtain briefing from the Medical Care Branch Director on:
  - Size and complexity of incident
  - Expectations of the Incident Commander
  - Incident objectives
  - Involvement of outside agencies, stakeholders, and organizations
  - The situation, incident activities, and any special concerns
- Assume the role of Inpatient Unit Leader
- Review this Job Action Sheet
- Put on position identification (e.g., position vest)
- Notify your usual supervisor of your assignment

Assess the operational situation
- Determine the status of inpatient patient care areas
- Assess critical issues and treatment needs in inpatient care areas
- Provide information to the Medical Care Branch Director on the status

Determine the incident objectives, tactics, and assignments
- Document unit objectives, tactics, and assignments on the HICS 204: Assignment List
- Based on the incident objectives for the response period consider the issues and priorities:
  - Appoint Inpatient Unit personnel in collaboration with the Medical Care Branch Director
  - Determine strategies and how the tactics will be accomplished
  - Determine needed resources
- Brief unit personnel on the situation, strategies, and tactics, and designate time for next briefing

Activities
- Assist with establishment of inpatient care areas in additional or new locations, as necessary
### INPATIENT UNIT LEADER

- Instruct unit personnel to begin patient priority assessment and to designate those eligible for early discharge; initiate discharges at the direction of the Incident Commander and in coordination with the Medical Care Branch Director.
- Coordinate with the Planning Section Bed Tracking Manager for bed availability and tracking, as appropriate.
- Determine staffing needs and place requests with the Medical Care Branch Director.
- Provide status updates to the Medical Care Branch Director regularly to discuss the Incident Action Plan (IAP), advising of accomplishments and issues encountered.
- Consider development of a unit action plan; submit to the Medical Care Branch Director if requested.
- Provide regular updates to unit personnel and inform them of strategy changes as needed.

### Documentation

- **HICS 204**: Document assignments and operational period objectives on Assignment List.
- **HICS 213**: Document all communications on a General Message Form.
- **HICS 214**: Document all key activities, actions, and decisions in an Activity Log on a continual basis.
- **HICS 252**: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period.
- **HICS 260**: Provide details on the Patient Evacuation Tracking form.

### Resources

- Determine equipment and supply needs; request from the Logistics Section Supply Unit Leader and report to the Medical Care Branch Director.
- Assess issues and needs in unit areas; coordinate resource management.

### Communication

*Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*

### Safety and security

- Ensure that all unit personnel comply with safety procedures and instructions.
- Ensure personal protective equipment (PPE) is available and utilized appropriately.
- Determine if communicable disease risk exists; implement appropriate response procedures; collaborate with appropriate Medical-Technical Specialists, if activated.

### Intermediate Response (2 – 12 hours)

<table>
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<td>o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital</td>
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<td>o Address any health, medical, and safety concerns</td>
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<tr>
<td>o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)</td>
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<tr>
<td>Continue coordination of care and disposition of patients</td>
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<td>Ensure patient records are correctly documented and collected</td>
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### INPATIENT UNIT LEADER

- Ensure patient care is prioritized effectively if crisis standards of care are enacted; coordinate with Medical-Technical Specialist: Medical Ethicist as indicated
- Assess environmental services or housekeeping needs in all inpatient care areas
- In collaboration with the Medical Care Branch Director, prioritize and coordinate patient transfers to other hospitals or locations with the Logistics Section Support Branch Director or Transportation Unit Leader, as appropriate
- Meet regularly with the Medical Care Branch Director for status reports
- Communicate patient status and location information regularly to the Planning Section Patient Tracking Manager
- Advise the Medical Care Branch Director immediately of any operational issue you are not able to correct
- Relay important information and updates to unit personnel

#### Documentation

- HICS 204: Document assignments and operational period objectives on Assignment List
- HICS 213: Document all communications on a General Message Form
- HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

#### Resources

- Assess issues and needs in unit areas; coordinate resource management
- Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed

#### Communication

*Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*

#### Safety and security

- Ensure that all unit personnel comply with safety procedures and instructions
- Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques
- Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit
- Ensure personal protective equipment (PPE) is available and utilized appropriately

### Extended Response (greater than 12 hours)

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  - Address any health, medical, and safety concerns  
  - Address political sensitivities, when appropriate  
  - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)  
  - Continue inpatient care supervision, including monitoring quality of care, documentation, and safety practices  
  - Provide updates to the Medical Care Branch Director and unit personnel | | |

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## INPATIENT UNIT LEADER

### Documentation
- HICS 204: Document assignments and operational period objectives on Assignment List
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- HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

### Resources
- Assess issues and needs in unit areas; coordinate resource management
- Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed

### Communication
*Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*

### Safety and Security
- Ensure that all unit personnel continue to comply with safety procedures and instructions
- Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader
- Provide for staff rest periods and relief
- Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques
- Ensure personal protective equipment (PPE) is available and utilized appropriately

### Demobilization/System Recovery

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<td>Ensure the return, retrieval, and restocking of equipment and supplies</td>
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<td>As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader</td>
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<td>Notify the Medical Care Branch Director when demobilization and restoration is complete</td>
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<td>Coordinate reimbursement issues with the Finance/Administration Section</td>
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<td>Upon deactivation of your position, brief the Medical Care Branch Director on current problems, outstanding issues, and follow up requirements</td>
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<td>Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed</td>
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<td>Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include:</td>
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<td>o Review of pertinent position descriptions and operational checklists</td>
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## INPATIENT UNIT LEADER

- Recommendations for procedure changes
- Accomplishments and issues
  - Participate in stress management and after action debriefings

### Documentation
- HICS 221: Demobilization Check-Out
- Ensure all documentation is submitted to the Planning Section Documentation Unit

### Documents and Tools
- HICS 203 - Organization Assignment List
- HICS 204 - Assignment List
- HICS 213 - General Message Form
- HICS 214 - Activity Log
- HICS 215A - Incident Action Plan (IAP) Safety Analysis
- HICS 221 - Demobilization Check-Out
- HICS 252 - Section Personnel Time Sheet
- HICS 260 - Patient Evacuation Tracking
- Hospital Emergency Operations Plan
- Hospital Incident Specific Plans or Annexes
- Hospital Surge Plan
- Crisis Standards of Care Guidelines
- Hospital policies and procedures
- Hospital organization chart
- Hospital telephone directory
- Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication