



JOB ACTION SHEET: Texas Emergency Medical Task Force (TX EMTF) Mobile Medical Unit (MMU) Charge Nurse

Mission: The TX EMTF MMU Charge Nurse assumes responsibility for the TX EMTF MMU care team assigned for the quality and efficiency of patient care services provided from the time of activation through the return to the home jurisdiction. Responsibilities include accountability of personnel and equipment as well as overseeing the delivery of safe and effective patient care within the TX EMTF MMU. The TX EMTF MMU Charge Nurse is responsible for the completion of all Task Force objectives as well as the proper reporting, record keeping, and after-action requirements.

Immediate Response (0 – 2 hours)
<p>Receive appointment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gather intelligence, information and likely impact from the sources providing event notification <input type="checkbox"/> Assume the role of MMU Charge Nurse <input type="checkbox"/> Review this Job Action Sheet <input type="checkbox"/> Review common responsibilities from Deployment Resource Guide
<p>Assess the operational situation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Receive briefing on initial objectives and issues, including: <ul style="list-style-type: none"> • Size and complexity of the incident • Expectations • Involvement of outside agencies, stakeholders, and organizations • The situation, incident activities, and any special concerns • Seek feedback and further information
<p>Activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assist with mustering activities such as equipment and supply quality assurance checks. <input type="checkbox"/> Participate in any briefings to complete schedule of assignments. <input type="checkbox"/> Obtain roster and begin completing assignments and schedules. <input type="checkbox"/> Complete any pre-departure assignments from MMU Group Supervisor <input type="checkbox"/> Verify all safety checks have been completed prior to departing the mustering site <input type="checkbox"/> Ensure all staff are in appropriate communications threads. <input type="checkbox"/> Verify contents of Pharmacy Cache with the designated Pharmacy Tech
<p>Documentation</p> <ul style="list-style-type: none"> <input type="checkbox"/> ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis



Texas Emergency Medical Task Force
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Communication

- Maintain communication with TX EMTF SCO

Safety and security

- Ensure that appropriate safety measures and risk reduction activities are initiated.



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Intermediate Response (2 – 12 hours)

Activities

- Complete PAR check as requested by Safety Officer of assigned personnel and assets upon arrival at MMU site.
- Conduct site walk-through with MMU Group Supervisor, Logistics Manager and Safety Officer to verify planned site layout.
- Participate in team & safety briefing completed prior to setup.
- Participate in the safe and efficient buildout of MMU site with Safety Officer and Logistics Manager.
- Conduct walk-through of completed site with MMU Group Supervisor.
- Verify with MMU Group Supervisor all safety checklists have been completed by Safety Officer.
- Verify assignments and schedule of staff.
- Conduct initial staff briefing
- Identify objectives for next operational period

Documentation

- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

Communication

- Maintain communication with TX EMTF SCO

Safety and security

- Ensure that patient and personnel safety measures and risk reduction actions are followed



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Extended Response (greater than 12 hours)

Activities

- Transfer the MMU Charge Nurse role, if appropriate
 - 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 local jurisdiction.
 - Address any health, medical, or safety concerns.
 - Address political sensitivities, when appropriate.
 - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are briefed on response issues and objectives.
- Review IAP
- Provide supervision for assigned personnel and other medical resources.
- Anticipate staffing needs and ensure an appropriate level of medical support providers are available and staged as needed throughout the incident.
- Account for and monitor health, safety, and welfare of assigned personnel.
- Facilitate any shift change briefings.
- Round in all care areas throughout the shift.
- Provide safe and effective patient care
- Verify all medical records are stored in a manner to protect patients privacy.
- Ensure compliance with all safety practices and procedures.
- Ensure all staff are kept informed of mission objectives and status changes
- Identify objectives for next operational period

Documentation

- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

Communication

- Maintain communication with MMU Group Supervisor*

Safety and security

- Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Manager
- Provide for personnel rest periods and relief



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Demobilization/System Recovery

Activities

- Transfer the MMU Charge Nurse role, if appropriate
 - 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 local jurisdiction.
 - Address any health, medical, or safety concerns.
 - Address political sensitivities, when appropriate.
 - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are briefed on response issues and objectives.
- Participate in development of Demobilization Plan as requested by MMU Group Supervisor
- Communicate plan to all staff.
- Execute safe and efficient demobilization of MMU site.
- Participate in travel safety briefing.
- Complete PAR check for assigned personnel and assets upon returning to original mustering location.
- Assist EMTF Coordination Center with any personnel and asset check-in's.
- Participate in final briefing prior to release of staff and preform "hot wash" of incident and provide any final demobilization instructions.
- Verify all staff has completed an After-Action Survey.
- Release staff to complete final demobilization.
- Participate in any formal the after-action processes as request by MMU Group Supervisor, EMTF Coordination Center and/or TX EMTF SCO.

Documentation

- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis
- ICS 225: Complete Incident Performance Rating for all assigned staff and submit to MMU Group Supervisor



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Links

- [Resource Folder](#)
- [WebEOC](#)
- [Asset Trak](#)
- [NOAA/NWS TX Briefing Graphics](#)
- [NOAA/NWS Forecast Maps](#)
- [NOAA/NWS Hurricane Center](#)
- [NOAA/NWS Storm Prediction Center](#)
- [TX EMTF Website](#)
- [TDEM Situation Reports](#)
- [TDEM Region Map](#)

Notes