



## Texas Emergency Medical Task Force

Position Description: TX EMTF AMBUS Crew Chief

### **POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) AMBUS Crew Chief**

#### **Reports to:**

TX EMTF Task Force Leader (TFL), TX EMTF Group Supervisor or TX EMTF Operations Manager if assigned.

#### **Supervises:**

TX EMTF AMBUS Crew Members

#### **Position Specific Requirements:**

The TX EMTF AMBUS Crew Chief assumes overall responsibility for the TX EMTF AMBUS and its crews in times of readiness and deployments. This position is accountable for the quality and efficiency of patient care services, providing the management of allocated resources, and effective planning, evaluation and administrative problem solving within assigned areas of responsibility. The TX EMTF AMBUS Crew Chief collaborates effectively with his/her crew, Ambulance Strike Teams and Leaders, and other healthcare professionals associated with the deployment. Requires the ability to define problems, collect and review data, and draw conclusions. TX EMTF personnel must have the ability to work in a non-traditional medical environment, in potentially adverse conditions with no guaranteed regular scheduled breaks or meals.

#### **Qualifications and Skills:**

- + Actively employed by an agency with a signed EMTF MOA (Memorandum of Agreement) with the lead RAC (Regional Advisory Council).
- + ICS 100, 200, 300, 700, 800.
- + A knowledge of TX EMTF functions, tactics, strategy, and safety considerations.
- + An awareness of the hazards associated with various disaster environments.
- + An understanding of other disaster response organizations.
- + Knowledge of the practical application of available technology used to support missions and objectives including WebEOC & Comms equipment.
- + Currently holds a supervisory level or higher within their organization.
- + Successfully completed an Ambulance Strike Team Leader Course preferred but not required.
- + Successfully completed an TX EMTF Medical-Incident Support Team (MIST) course preferred but not required.
- + Successfully completed an TX EMTF Ambulance Staging Management Team course preferred but not required.
- + A knowledge of supervisory and personnel management techniques.
- + A knowledge of diplomatic planning and problem solving.
- + Understand all aspects of AMBUS operations.
- + Declared fit for duty by sponsoring entity.
- + Be able to read maps and utilize other navigation systems.
- + Working knowledge of Triage.



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#### Assigned Duties:

- + Assist with developing and implementing the TX EMTF Operations Plan.
- + Ensuring the development of all Task Force organizational and logistical needs.
- + Addressing the coordination, management, and supervision of all Task Force activities.
- + Interacting with the Medical Operations Sections Chief &/or IST Leader for impacted jurisdiction.
- + Coordination of all TX EMTF MMU activities and support requirements.
- + Receiving briefings and ensuring that all personnel are
  - o kept informed of mission objectives and status changes.
  - o Providing regular situation reports to the assigned TX EMTF Supervisor.
  - o Preparing and maintaining records and reports, as required.
  - o Performing additional tasks and duties, as assigned during a mission.
  - o Adhering to all safety procedures.
- + Ensuring the completion of all the required reports and maintenance of records.
- + Ensuring incident stress management activities are conducted.
- + Ensuring resource requests are properly processed.
- + Preparing performance evaluations for assigned personnel (ICS-225).
- + Make daily assignments for TX EMTF AMBUS staff and provide supervision for personnel and other medical resources.
- + Ensure TX EMTF AMBUS staff adhere to proper timekeeping, work-rest ratio, and other applicable guidance.
- + Provide leadership on incident medical resource decision making.
- + Plan for and evaluate information and risk on any emergency and coordinate resources to efficiently provide care for, extricate, and transport patient(s) to definitive care in remote, austere settings with limited communication.
- + Providing regular situation reports to the Task Force Leader and/or State Coordination Office.
- + Preparing and maintaining records and reports, as required.
- + Manage Risk
- + Account for and monitor health, safety, and welfare of assigned personnel.
- + Anticipate staffing needs and ensure an appropriate level of staffing is needed throughout the incident.
- + Establish and maintain positive internal and external interpersonal working relationships.
- + Complete, authorize, ensure timeliness of, and route as required:
  - o General Message (ICS 213).
  - o Activity Log (ICS 214).
  - o Medical Plan (ICS 206 WF)
  - o Patient Care Reports (PCRs)
  - o Incident Personnel Performance Rating.
  - o TX EMTF CAN (Conditions, Actions, Needs) Report
- + Updates to TX EMTF WebEOC Personnel Roster and Response Resources.
- + Maintain all required incident documentation generated through operation of the incident.
- + Ensuring incident stress management activities are conducted.
- + Ensuring resource requests are properly processed.
- + Coordinate TX EMTF team logistics such as travel, food, and lodging.
- + Works with local officials during operational periods.



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- + Oversees TX EMTF AMBUS operations during times of deployment and training.
- + Works with local officials during operational periods.
- + Maintains all documentation and records during MMU operations.
- + Participates in regional and State AMBUS Work Group meetings and trainings.
- + Assist in patient care when needed.
- + Performing additional tasks and duties, as assigned during a mission.