



## Texas Emergency Medical Task Force

Position Description: TX EMTF Medical Unit Leader

### **POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) Medical Unit Leader (MEDL)**

#### **Reports to:**

The MEDL reports to the Incident Commander or the Logistics Section Chief while collaborating with the TX EMTF State Coordination Office (SCO) and the designated Lead MEDL of a multi-assigned incident if assigned.

#### **Supervises:**

The TX EMTF MEDL supervises, and coordinates TX EMTF assets assigned to a Wildfire up to and including ambulance, Wildland Paramedic Unit, Rapid Extrication Module, and TX EMTF personnel staffing a Mobile Medical Unit (MMU) at a basecamp.

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

The TX EMTF MEDL is responsible for ensuring occupational health of all incident personnel, including planning for and coordinating incident emergency response. Incident emergency response often involves MEDL coordination of patient evacuations/extractions from remote areas requiring good knowledge of available resources and their capability.

#### **Areas of assignment could include but are not limited to:**

- + Operations of a Wildfire
- + Texas Forestry Service (TFS) Emergency Operations Center
- + TFS Branch Office
- + State Operations Center (SOC)
- + Texas EMTF State Coordination Office
- + Other areas as assigned

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

- + ICS 100, 200, 300, 400, 700, 800
- + Successfully completed Medical Incident Support Training.
- + Completion of S-130, S-190 and S-359
- + Be actively employed by an agency with a signed EMTF MOA with the Lead RAC
- + Relevant experience in emergency medicine/emergency management with proven managerial experience.
- + Individual that possesses unique qualifications that have been recognized and approved by the region's EMTF Coordinator and Lead RAC Leadership.



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#### Assigned Duties:

- + Make daily division assignments for medical unit staff and provide supervision for personnel and other medical resources.
- + Brief and update all staff on incident-wide and Medical Plan (ICS 206) changes, incident assignments, and evolving resources.
- + Ensure medical unit staff adhere to proper timekeeping, work-rest ratio, and other applicable guidance.
- + Provide leadership on incident medical resource decision making.
- + Develop the [ICS 206 WF](#) to establish effective medical unit procedures for major medical emergencies, non-emergency transport, and patient return from medical facility.
- + Determine EMS staffing, rescue, and extraction procedures based on evolving incident complexity and operational need.
- + Maintain 24-hour on-call readiness to coordinate Incident Within an Incident (IWI) emergency response.
- + Plan for and evaluate information and risk on any emergency and coordinate EMS resources to efficiently provide care for, extricate, and transport patient(s) to definitive care in remote, austere settings with limited communication.
- + Coordinate with Safety and Operations functional areas to communicate significant limitations to response capacity and/or emerging health trends.
- + Establish contact with local and regional medical facilities (i.e., trauma center, hospitals and clinics) to communicate the likelihood of increased patient volume during an incident.
- + Coordinate with local and regional EMS providers to plan and arrange for appropriate medical ground transport (basic life support or advanced life support).
- + Establish and maintain positive internal and external interpersonal working relationships.
- + Coordinate with the Communications Unit Leader (COML) and Radio Operators (RADO) regarding IWI procedures.
- + Manage Risk
- + Account for and monitor health, safety, and welfare of assigned personnel.
- + Anticipate staffing needs and ensure an appropriate level of medical support providers are available and staged as needed throughout the incident.
- + Assure adequate personnel and equipment resources are available for emergency medical evacuation of personnel from remote areas.
- + Ensure update of the Medical Plan (ICS 206 WF) and medical responders are familiar with communication procedures and transportation plan.
- + 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 (ICS 225 WF).
  - o TX EMTF CAN Report



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- Updates to TX EMTF WebEOC Personnel Roster and Response Resources
- ✚ Maintain all required incident documentation generated through operation of the incident medical unit.
- ✚ Anticipate demobilization, identify excess resources, and coordinate with your incident supervisor to prepare the demobilization schedule. Brief assigned resources on demobilization procedures and responsibilities.
- ✚ Participate in a transition briefing to any incoming Incident Management Team (IMT) and include documentation.
- ✚ Coordinate an efficient transfer of MEDL duties and outline any issues or unresolved items.
- ✚ Coordinate TX EMTF team logistics such as medical supply replenishment, vehicle and equipment maintenance, food and lodging.
- ✚ Other duties as assigned