



Texas Emergency Medical Task Force

Position Description: TX EMTF Task Force Leader

POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) Task Force Leader (TFL)

Reports to:

The TX EMTF TFL will report to the TX EMTF State Coordination Office (SCO).

Supervises:

All deployed TX EMTF members.

Position Specific Requirements:

The TX EMTF TFL is responsible for managing and supervising all aspects of a mission, both operational and managerial, from the time of activation through the return to the home jurisdiction during an activation of TX EMTF by the TX Department of State Health Services (DSHS). Responsibilities include personnel and equipment as well as overseeing and directly supervising the Task Force Command & Control Team. The TX EMTF TFL is responsible for the development and completion of all TX EMTF objectives as well as the proper reporting, record keeping, and after-action requirements.

Qualifications and Skills:

- + Be actively employed by an agency with a signed TX EMTF Memorandum of Agreement (MOA) with the Lead Regional Advisory Council (RAC).
- + ICS 100, 200, 300, 400, 700, 800.
- + O-305 All-Hazards Incident Management Team preferred but not required.
- + Valid TX Driver's license
- + A comprehensive knowledge of the EMTF organizational structure, operating procedures, safety practices, terminology, and communications protocols.
- + A background in pre-hospital and/or hospital emergency medicine.
- + A comprehensive knowledge of the Task Force functions, tactics, strategy, and safety considerations.
- + Successfully completed Medical Incident Support Training.
- + 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.
- + An awareness of the hazards associated with various disaster environments.
- + A knowledge of supervisory and personnel management techniques.
- + A knowledge of diplomatic planning and problem solving.
- + Individual with unique qualifications recognized and approved by the region's RAC Executive Director.
- + Declared fit for duty by sponsoring entity.



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Assigned Duties:

- + Developing and implementing the Task Force Medical 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
- + Coordination of all Task Force activities and support requirements.
- + Receiving briefings and ensuring that all Task Force personnel are
 - o kept informed of mission objectives and status changes.
 - o Providing regular situation reports to the Medical Operations Sections Chief &/or IST.
 - 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).
- + Providing accountability, maintenance, and minor repairs for all issued equipment.
- + Make daily division assignments for medical unit staff and provide supervision for personnel and other medical resources.
- + Ensure medical unit staff adhere to proper timekeeping, work-rest ratio, and other applicable guidance.
- + Interacting with the receiving facility for coordination of all Task Force activities and support requirements.
- + Provide leadership on incident medical resource decision making.
- + Receiving briefings and ensuring that all Task Force personnel are kept informed of mission objectives and status changes.
- + 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.
- + Identify and Mitigate risk for the health and safety of TX EMTF members and general public.
- + 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.
- + 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)



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- Incident Personnel Performance Rating.
- TX EMTF CAN Report
- ✚ Updates to TX EMTF WebEOC Personnel Roster and Response Resources
- ✚ Maintain all required incident documentation generated through operation of the incident medical unit.
- ✚ 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
- ✚ Performing additional tasks and duties, as assigned during a mission.