



## Texas Emergency Medical Task Force

Position Description: TX EMTF Group Supervisor

# **POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) Group Supervisor**

### **Reports to:**

The TX EMTF Group Supervisor reports to the TX EMTF Operations Manager, TX EMTF Task Force Leader (TFL) or the TX EMTF State Coordination Office (SCO) if no other command positions are staffed.

### **Supervises:**

The TX EMTF Group Supervisor assumes overall responsibility for their assigned TX EMTF component to include its personnel and assets such as:

- + TX EMTF Ambulance Strike Team Leader(s) (ASTL)
- + TX EMTF AMBUS Crew Chief(s)
- + TX EMTF Mobile Medical Unit (MMU)
- + Team of TX EMTF Medical Incident Support Team (MIST) and/or TX EMTF Medical Incident Support Team Leader (MIST-L)
- + TX EMTF Registered Nurse Strike Team Leader(s) (RNSTL)
- + Medical Unit Leader(s) (MEDL)
- + TX EMTF Infectious Disease Response Unit (IDRU) Pre-Hospital Transport Team
- + TX EMTF IDRU Hospital Augmentation Team

### **Position Specific Requirements:**

The TX EMTF Group Supervisor assumes responsibility for their assigned component and its team in times of readiness and deployments during an activation of TX EMTF by the TX Department of State Health Services (DSHS). This position is accountable for the quality and efficiency of patient care services provided and the management of allocated resources, effective planning, evaluation, and administrative problem solving within assigned areas of responsibility. The TX EMTF Group Supervisor collaborates effectively with all TX EMTF assets and personnel. 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:**

- + 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.
- + A background in pre-hospital and/or hospital emergency medicine.
- + A background in wildland firefighting for MEDL Group Supervisor
- + MMU Group Supervisor: Must have current State of TX Nursing License, CPR, ACLS and PALS/ENPC cards, PHTLS/TNCC/ATCN or equivalent, CEN preferred but not required.
  - o Minimum of five years in emergency medicine with some managerial experience.
- + A comprehensive knowledge of the TX EMTF organizational structure, operating procedures, safety practices, terminology, and communications protocols.



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- + A comprehensive knowledge of TX EMTF Force functions, tactics, strategy, and safety considerations.
- + Successfully completed TX EMTF MIST Training.
- + Successfully completed S-359 Medical Unit Leader course for Wildland Fire Support operations.
- + 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.
- + Completed an initial EMTF IDRU Training course if assigned an IDRU Activation preferred but not required.
- + Approved by TX EMTF State Coordination Office to function as *IDRU Trainer* preferred but not required.
- + Proven competency in donning and doffing of TX EMTF approved PPE (Personal Protective Equipment) if assigned an IDRU Activation.
- + Individual with unique qualifications recognized and approved by the region's RAC Executive Director and Group Supervisors.
- + Declared fit for duty by sponsoring entity.

### Assigned Duties:

- + Make daily division assignments for medical unit staff and provide supervision for personnel and other medical resources.
- + Implementing the Task Force Medical Operations Plan
- + Ensure medical unit staff adhere to proper timekeeping, work-rest ratio, and other applicable guidance.
- + Interacting with the Operations Sections Chief &/or IST Leader 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.
- + Determine staffing, rescue, extraction, and treatment procedures based on evolving incident complexity and operational need.
- + 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.
- + Coordinate with Safety and Operations functional areas to communicate significant limitations to response capacity and/or emerging health trends.
- + 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.



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- + 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
  - o 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 medical supply replenishment, vehicle and equipment maintenance, food, and lodging.
- + Works with local officials during operational periods
- + Performing additional tasks and duties, as assigned during a mission.