



Texas Emergency Medical Task Force

Position Description: TX EMTF MMU Registration/Administration Clerk

**POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF)
Mobile Medical Unit (MMU) Registration/Administration Clerk**

Reports to:

MMU Charge Nurse or Group Supervisor if a charge nurse is not assigned.

Supervises:

None.

Position Specific Requirements:

The TX EMTF MMU Registration / Administration Clerk provides for all aspects of checking in, tracking, registering the patients in a TX EMTF MMU during an activation of the TX Emergency Medical Task Force (TX EMTF) by the TX Department of State Health Services (DSHS). He/she performs administrative tasks as directed by the TX EMTF MMU Group Supervisor or TX EMTF Charge Nurse helping to maintain clear and accurate documentation. All TX EMTF MMU Team members, including TX EMTF Registration / Administration Clerk are responsible for mobilization and de-mobilization of the TX EMTF MMU and all its support units. He/she requires the ability to define problems, collect and review data, and draw conclusions. TX EMTF MMU staff must have the ability to work in a non-traditional medical facility, in potential adverse conditions with no guaranteed regular scheduled breaks or meals. All team members must understand they may be required to rest in coed quarters during deployments.

Qualifications and Skills:

- + Be actively employed by an agency with a signed EMTF MOA with the Lead RAC.
- + ICS 100, 200, 700, 800 or Hospital Incident Command System (HICS) equivalent.
- + Must have awareness level proficiency with computer office applications and be able to utilize WebEOC to register and input patient tracking data.
- + Current CPR certified.
- + 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.
- + Declared fit for duty by sponsoring entity.



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Assigned Duties:

- + Administrative, registration, and clerking activities for TX EMTF MMU.
- + Patient medical record documentation.
- + Assist with mobilization and demobilization of the TX EMTF MMU.
- + Other duties as assigned by TX EMTF Supervisor.
- + Manage Risk
- + Establish and maintain positive internal and external interpersonal working relationships.
- + Maintain all required incident documentation generated through operation of the incident medical unit.