

MEDICAL GROUP SUPERVISOR POSITION CHECKLIST

The Medical Group Supervisor reports to the Operations Section Chief or the Medical Branch Director if established and supervises the Triage Unit Leader, Treatment Unit Leader, and Medical Supply Coordinator. They also supervise the Patient Transportation Unit Leader if Medical Branch Director is not activated. The Medical Group Supervisor establishes command and controls the activities within a Medical Group.

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Task

1. Obtain briefing from Operations Section Chief or Incident Commander.

2. Participate in Medical Branch/Operations Section Planning activities.

3. Establish Medical Group with assigned personnel, request additional personnel and resources sufficient to handle the magnitude of the incident.

4. Designate Unit Leaders and Treatment Area locations as appropriate.

5. Isolate Morgue and Minor Treatment Area from Immediate and Delayed Treatment Areas.

6. Request law enforcement/coroner involvement as needed.

7. Determine amount and types of additional medical resources and supplies needed to handle the magnitude of the incident (medical caches, backboards, litters, and cots).

8. Ensure activation or notification of hospital alert system, local EMS/health agencies.

MEDICAL GROUP SUPERVISOR POSITION CHECKLIST (CONT)

9. Direct and/or supervise on-scene personnel from agencies such as Coroner's Office, Red Cross, law enforcement, ambulance companies, county health agencies, and hospital volunteers

10. Request proper security, traffic control, and access for the Medical Group work areas.

11. Direct medically trained personnel to the appropriate Unit Leader.

12. Maintain/document all activity on Unit/Activity Log (ICS Form 214).

13. Forward all reports and/or records to Medical Branch Director or Operations Section Chief.