

MEDICAL SUPPLY COORDINATOR POSITION CHECKLIST

The Medical Supply Coordinator reports to the Medical Group Supervisor and acquires and maintains control of appropriate medical equipment and supplies from units assigned to the Medical Group. *If the Logistics Section were established, this position would coordinate with the Logistics Section Chief or Supply Unit Leader.*

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 Medical Group Supervisor.

2. Acquire, distribute and maintain status of medical equipment and supplies within the Medical Group.

3. Request additional medical supplies.

4. Distribute medical supplies to Treatment and Triage Units.

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

6. Forward all reports and/or records to Medical Group Supervisor.