

MINOR TREATMENT AREA MANAGER POSITION CHECKLIST

The Minor Treatment Area Manager reports to the Treatment Unit Leader and is responsible for treatment and re-triage of patients assigned to Minor Treatment Area.

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 Treatment Unit Leader.

2. Coordinate location of Minor Treatment Area with Treatment Unit Leader, if not already established.

3. Request or establish Medical Teams as necessary.

4. Assign treatment personnel to patients received in the Minor Treatment Area.

5. Ensure treatment of patients triaged to the Minor Treatment Area.

6. Assure that patients are prioritized for transportation.

7. Coordinate transportation of patients with Treatment Dispatch Manager.

8. Notify Treatment Dispatch Manager of patient readiness and priority for transportation.

9. Assure that appropriate patient information is recorded.

10. Maintain records of numbers of patients treated and other activities.

MINOR TREATMENT AREA MANAGER POSITION CHECKLIST (CONT)

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

12. Forward all reports and/or records to Treatment Unit Leader.