

PATIENT TRANSPORTATION UNIT LEADER OR GROUP SUPERVISOR POSITION CHECKLIST

The Patient Transportation Unit Leader reports to the Medical Group Supervisor and supervises the Medical Communications Coordinator, and the Ambulance Coordinator. The Patient Transportation Unit Leader is responsible for the coordination of patient transportation and maintenance of records relating to the patient's identification, condition, and destination. The Patient Transportation function may be initially established as a Unit and upgraded to a Group based on the incident size or complexity.

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. Insure the establishment of communications with hospital(s).

3. Designate Ambulance Staging Area(s).

4. Direct the off-incident transportation of patients as determined by the Medical Communications Coordinator.

5. Assure that patient information and destination are recorded.

6. Establish communications with Ambulance Coordinator.

7. Request additional ambulances as required.

8. Notify Ambulance Coordinator of ambulance requests.

9. Coordinate requests for air ambulance transportation through Air Operations Branch Director.

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(CONT)**

10. Coordinate the establishment of the Air Ambulance Helispots with the Medical Branch Director and Air Operations Branch Director.

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

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