

TREATMENT DISPATCH MANAGER POSITION CHECKLIST

The Treatment Dispatch Manager reports to the Treatment Unit Leader and is responsible for coordinating with the Patient Transportation Unit Leader (or Group Supervisor if established), the transportation of patients out of the Treatment Areas.

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. Establish communications with the Immediate, Delayed, and Minor Treatment Area(s) Managers.

3. Establish communications with the Patient Transportation Unit Leader

4. Verify that patients are prioritized for transportation.

5. Advise Medical Communications Coordinator of patient readiness and priority for transport.

6. Coordinate transportation of patients with Medical Communications Coordinator.

7. Assure that appropriate patient tracking information is recorded.

8. Coordinate ambulance loading with the Treatment Area Managers and ambulance personnel.

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

TREATMENT DISPATCH MANAGER POSITION CHECKLIST (CONT)

10. Forward all reports and/or records to Patient Transportation Unit Leader.