

## Using the Rural/Small Hospital Job Action Sheets

The rural job actions sheets for smaller hospitals were developed by hospital personnel from six Nebraska Critical Access hospitals. They were adapted from the original HEICS III model. The intent of the new job sheets was to combine some of the job positions to better fit the small hospitals that would have few staff available in a disaster.

The new forms remain true to the structure and intent of Hospital Incident Management. Job titles and format were not changed. The new forms were just collapsed into a system that could work in a small facility.

As the group combined the jobs, they moved priority tasks to the Chief's job sheet. These are the duties that must be attended to immediately.

When you use the rural job action sheets, you must also have the full set of HEICS III job action sheets. Each position that is not assigned must still have its job action sheet attached to the Chief's sheet.

For example: The Planning Section Chief has the additional duties of six positions. The urgent duties of these positions have been added to those of the Planning Chief. The Planning Section Chief's sheet says, "Appoint or fulfill the duties of: the Labor Pool Unit Leader, Nursing Unit Leader, Patient Information Officer, Patient Tracking Officer, Medical Staff Unit Leader and Staff Unit Leader"

All of the job action sheets for these positions must be attached to the Planning Chief's job sheet.

*Note that on the organizational chart, the Labor Pool Unit Leader is an essential position. However, for immediate purposes, until the Labor Pool Unit Leader is assigned, that position is listed on the Planning Chief's job sheet as well.*

By having job sheets attached, it is easy to expand the span of control as available staff increases. If additional people report and are able to take those jobs, the Planning Chief can easily remove that job sheet from the back of the packet, check off the position as assigned and hand off those responsibilities.

As the group combined the jobs, they moved only the priority tasks to the Chief's job sheet. That doesn't mean that the other tasks are not important. After the priorities are taken care of, the Section Chief must check through ALL of the attached sheets, to see what other jobs may need to be done.

Just like any incident command system, the Rural System can be expanded or condensed to meet the needs of the incident. There is not a required number of positions to be filled. A hospital can fill as many or as few as meet their needs. However, it is unlikely that a disaster would occur which would not need at least the top nine positions. If at all possible, fill the 16 that are on the chart.

As with any ICS, following this system will allow consistency in structure, communication and job duties. If you have further questions, please call: Barbara Dodge, 402-552-3101.