

Biomedical Engineering Unit Leader and related positions

Position Assigned To: **CE on-call (beeper 11491)** **Alternate: BMET on-call (beeper 11141)**
 Report To: **Logistics Section Chief – Arthur Mombourquette**
 Primary Staging Location: **Environmental Services BB 115G** Tel: **617-732-7130/32094**
 Secondary Staging Location: **Materials Management WP-114** Tel: **617-732-5268**
 Incident Date: _____

Mission: To maintain medical equipment in operable condition and assist in rearranging the distribution of medical equipment to meet emergency needs.

Role Definitions:

Unit Leader Primary Biomedical Engineering representative to Incident Command Center and Logistics Section Chief. The CE On-Call assumes this role.

Unit Liaison Primary Biomedical Engineering representative to Biomedical Engineering Staff. Receives instructions and updates from Unit Leader. Communicates status back to Unit Leader as needed. The relevant BMET On-Call assumes this role.

Recorder Provides Administrative Support to Unit Liaison. Calls in staff, keeps track of all effort and activity during event. The Full-Time Administrative Assistant assumes this role.

ALL Dept All BWH Biomedical Engineering staff members

**In the event that the designated person for the role is unavailable, the Unit Leader can use their discretion to assign another appropriate individual for any of the tasks/ roles.*

Immediate				
Action	Unit Leader	Unit Liaison	Recorder	ALL Dept
Receive activation order from Incident Command Chief	√			
Return the page to find out status of emergency	√			
Contact Unit Liaison and Recorder – update with Code Amber information	√			
Go to BWH, call/page to check in with each other.	√	√	√	
Notify Site Director (BWH Biomed Director/ MGH Biomed Director) and Corporate Director (PBME Biomed Director) of situation.	√			
Read this entire Job Action Sheet and review organizational chart (located on back of Crisis Resource Manual).	√	√	√	√
Go to Incident Command Center i.e. Duncan Reid Conference room.	√			
Put on position identification vest.	√			
Receive appointment from Logistics Section Chief.	√			
Obtain briefing from Logistics Section Chief.	√			
Relay briefing to Unit Liaison, Discuss staffing	√	√		

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Immediate				
Action	Unit Leader	Unit Liaison	Recorder	ALL Dept
needs and create a staffing plan using attached plan template.				
Establish communications with Situation-Status Unit Leader and Emergency Treatment Area Supervisor to get an assessment of equipment needs related to clinical area activities.	√			
Establish Biomedical Engineering Disaster Headquarters.			√	
Page/Phone ALL Biomed BWH with update as appropriate.			√	
Call in Biomedical Engineering staff as appropriate using completed staffing plan.			√	
Assign available staff member(s) to survey equipment availability (see below for potential areas) and complete Equipment Availability Log (also located in T:/BIOMED/BWH Department/ Policies/ HEICSforms.xls)		√		
Notify sister institution (MGH 617-724-1333), to alert them to the disaster status in the event that extra assistance is required. If after hours, page the MGH CE On-Call: 35699			√	
If necessary, establish videoconferencing communication with sister institution to facilitate quick communication.			√	
Intermediate				
Maintain medical equipment in operable condition. Consider infrastructure needs to support the equipment (e.g. power, network) and assign individuals to follow-up to ensure these needs are met.	√	√		√
If necessary, gather available medical equipment to prepare for redeployment.	√	√		√
Help distribute or redistribute medical equipment to meet emergency needs; document in the Equipment Movement Log (also located in T:/BIOMED/BWH Department/ Policies/ HEICSforms.xls).	√	√	√	√
Deploy technical staff to support clinicians in the use of the medical equipment such as setting up the equipment, ensuring that appropriate cables and accessories are available, and training in general operation if required.	√	√		√
If phones become overloaded, deploy a technician to the Emergency Department, or any other area where assistance is required, to help as necessary and report back any		√		

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developing requirements for medical equipment.				
If necessary, arrange to borrow equipment from other institutions and manufacturers.	√		√	
If necessary, arrange to rent medical equipment (e.g. UHS). Ask recorder to arrange for PO#.	√		√	
Generate control #s and perform incoming inspection on rental equipment. Utilize Equipment Movement Log to note flow of rental equipment.				
Continually brief the Logistics Section Chief with updates.	√			
Stay in contact with Situation-Status Leader and Emergency Treatment Area Supervisor to obtain updates.	√			
Make arrangements with Dietary for nourishment, if needed.			√	
Make arrangements with Environmental Services, if accommodations will be required for overnight stays			√	
Extended				
Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.	√		√	√
Other concerns:				

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Potential Areas to Survey for Available Medical Equipment

- Equipment Pool
- Operating Rooms
- Empty Beds
- PACU
- Day Surgery
- Pre-Op
- Radiology
- Cath Lab
- Labor and Delivery
- NICU
- CV Recovery (CDIC)
- OR POD J (Line-in room)
- Clinics
- Radiology Recovery
- 9th floor CT room
- Radiation Oncology
- Endoscopy

Revised: 12/2006

Reviewed: 12/2006

4/2/2007

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