

PATIENT PLACEMENT JOB ACTION SHEET RECEIVING FACILITY

Position Title: Case Manager(s)
ICS Forms: 214 (Activity Log)

Initial Actions

- ☐ Report to Hospital Incident Command and review objectives with outgoing and oncoming personnel.
- ☐ Read entire Job Action Sheet.
- ☐ Obtain any Just-In-Time Training or Manuals necessary to perform your duties.
- ☐ Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet.
- ☐ Clarify any questions or concerns with assigned supervisor prior to starting work.

Specific Job Actions

- ☐ Log on to the GER Patient Placement System by going to <https://patienttracking.gha911.org/patientplacement/#/dashboard>
- ☐ Login for our facility is: **Username:** _____
Password: _____
- ☐ Review the Placement Board for patients your facility may be able to accept and indicate on the board of willingness to accept.
- ☐ Work with evacuating facility's points of contact on the patient placement board to identify patients that will be coming to receiving facility. Note: Transport will be assigned on the patient placement board by either the evacuating facility or by the state.
- ☐ Establish a triage/reception area for evacuated patients.
- ☐ Identify bed space availability and begin to move current patients to alternate sites of care, if necessary.
- ☐ Annotate the patient record with a specific designation in their record that indicates evacuation patient.
- ☐ Provide care until evacuating facility can allow patient to return. (Based on county re-entry plan)
- ☐ Coordinate with the Evacuating facility to return patient back to facility, or if patient may be discharged.
- ☐ Keep track of problems you had or unanticipated decisions you had to make, and how you resolved them on your ICS 214 Activity Log.

Conclusion of Work Shift Actions

- ☐ Complete the ICS 214 and other documentation and submit to the Operations Chief.
- ☐ Sign out and log the hours worked during the response.
- ☐ Clean up your work area before you leave.
- ☐ Leave a phone number where you can be reached.
- ☐ Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

PATIENT PLACEMENT JOB ACTION SHEET EVACUATING FACILITY

Position Title: Case Manager(s)

ICS Forms: 214 (Activity Log)

Initial Actions

- ☐ Report to Hospital Incident Command and review objectives with outgoing and oncoming personnel.
- ☐ Read entire Job Action Sheet.
- ☐ Obtain any Just-In-Time Training or Manuals necessary to perform your duties.
- ☐ Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet.
- ☐ Clarify any questions or concerns with assigned supervisor prior to starting work.

Specific Job Actions

- ☐ Log on to the GER Patient Placement System by going to:
<https://patienttracking.gha911.org/patientplacement/#/dashboard>
- ☐ Login for our facility is: **Username:** _____
Password: _____
- ☐ Obtain the current .csv file for loading patients into the boards from your Emergency Manager.
- ☐ From the charge nurses' reports, enter the information onto the spreadsheet for all patients that have been identified as needing placement.
- ☐ Upload the .csv file to the patient placement board with our contact information.
- ☐ Receiving facilities will make offers on the placement board. Contact each facility who has offered to determine if patient will be accepted.
- ☐ Update the placement board with the accepting facility and mark the patient ready for transport.
- ☐ If a patient no longer needs placement, select "no longer needs placement". **DO NOT delete the patient from the boards.**
- ☐ From that point, nursing will print a chart to send with the patient.
- ☐ Transport will be assigned on the patient placement/transportation boards.
 - *If State assistance is needed, a local EMA Resource Request MUST be submitted. The State will NOT assign transportation without a request.
- ☐ Coordinate with the Receiving facility to return patient back to facility, or if patient may be discharged.
- ☐ Keep track of problems you had or unanticipated decisions you had to make, and how you resolved them on your ICS 214 Activity Log.

Conclusion of Work Shift Actions

- ✓ Complete the ICS 214 and other documentation and submit to the Operations Chief.
- ✓ Sign out and log the hours worked during the response.
- ✓ Clean up your work area before you leave.
- ✓ Leave a phone number where you can be reached.
- ✓ Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.