

## MEDICAL COMMUNICATIONS/INFORMATION TECHNOLOGY COORDINATOR

TYPE	TYPE 1	NO TYPE 2
DESCRIPTION	<p>The Medical Communications/IT Coordinator provides technical support to medical teams for all forms of medical communications, including deployable telecommunications systems and networking capabilities for units assigned to the medical group, and:</p> <ol style="list-style-type: none"> <li>1. Requires extensive knowledge of radio, telephony, and server operations</li> <li>2. Establishes internet access in remote locations and field operation sites</li> <li>3. Provides secure and private communications options that meet Health Insurance Portability and Accountability Act (HIPPA) standards</li> <li>4. Manages and directs a communications/IT unit or team's operations</li> <li>5. Helps the Medical Team Logistics Coordinator set up and maintain the Healthcare Resource Coordination and Support Team cache</li> <li>6. Reports to the Medical Team Leader</li> </ol>	Not Applicable
CATEGORY	CRITERIA	CRITERIA
EDUCATION	<p>High school diploma</p> <p><b>NOTES:</b> Not Specified</p>	Not Applicable
TRAINING	<p>Completion of the following:</p> <ol style="list-style-type: none"> <li>1. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2. IS-200: Incident Command System for Single Resource and Initial Action Incidents</li> <li>3. IS-700: National Incident Management System, An Introduction</li> <li>4. IS-800: National Response Framework, An Introduction</li> <li>5. Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness</li> </ol> <p><b>NOTES:</b> Not Specified</p>	Not Applicable

Superseded



TYPE	TYPE 1	NO TYPE 2
<b>EXPERIENCE</b>	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> <li>1. Knowledge of and experience with a range of communications systems, consistent with field and disaster operations</li> <li>2. Knowledge of healthcare-related software and IT products and their use</li> <li>3. Ability to operate communications equipment included in the Healthcare Resource Coordination and Support Team cache</li> </ol> <p>Experience: Two years of experience in a practice setting such as a communications/IT-related business or a healthcare-related entity, including a hospital, health system, agency, service, or private practice setting, commensurate with the mission assignment</p>	Not Applicable
	<b>NOTES:</b> Not Specified	
<b>PHYSICAL/MEDICAL FITNESS</b>	<ol style="list-style-type: none"> <li>1. Performs duties under moderate circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time</li> <li>2. Is able to work wearing appropriate Personal Protective Equipment (PPE)</li> <li>3. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) immunization recommendations</li> </ol>	Not Applicable
	<b>NOTES:</b> PPE is mission specific and may vary by work environment; it includes protective footwear, protective clothing for skin exposure, eye and ear protection, respirators, gloves, and masks.	
<b>CURRENCY</b>	<ol style="list-style-type: none"> <li>1. Functions in this position during an operational incident, exercise, drill, or simulation at least once every five years</li> <li>2. Keeps immunizations up to date and commensurate with mission assignment</li> <li>3. Background checks as applicable law permits or requires</li> </ol>	Not Applicable
	<b>NOTES:</b> Provider must carry out and use any background checks as applicable law specifies. This may include a background check completed within the past 12 months; a sex-offender registry check; and a local, state, and national driving and criminal history.	
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Applicable
	<b>NOTES:</b> Not Specified	

Superseded

## ORDERING SPECIFICATIONS OR DESIGNATIONS

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1. (X) Can be ordered as an individual asset
2. (X) Can be ordered in conjunction with a NIMS typed team (Healthcare Resource Coordination and Support Team)
3. ( ) Can be ordered in conjunction with a NIMS typed unit
4. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment
5. This position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days

## REFERENCES

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1. FEMA, NIMS 508: Healthcare Resource Coordination and Support Team
2. FEMA, NIMS 509: Medical Team Leader
3. FEMA, NIMS 509: Medical Team Logistics Coordinator
4. FEMA, NIMS Guideline for the National Qualification System, November 2017
5. U.S. Congress, House of Representatives, Committee of Conference. Health Insurance Portability and Accountability Act of 1996, July 1996
6. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness, latest edition adopted
7. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Immunization Recommendations for Disaster Responders

## NOTES

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Nationally typed resources represent the minimum criteria for the associated component and capability.

**Superseded**