

MEDICAL MATERIALS COORDINATOR

RESOURCE CATEGORY	Medical and Public Health
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Medical Materials Coordinator identifies the medical materials supply chain, procures materials, and maintains quality control of medical supplies
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Healthcare Resource Coordination and Support Team). 2. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment 3. This position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	<p>The Medical Materials Coordinator:</p> <ol style="list-style-type: none"> 1. Identifies the supply chain and evaluates its ability to support clinical activities 2. Procures and maintains quality control of appropriate medical supplies 3. Reports to the Medical Team Leader, who informs the Incident Command System (ICS) Logistics Section concerning medical resupply needs for assigned units and teams 4. Helps the Medical Team Logistics Coordinator set up and maintain the Healthcare Resource Coordination and Support Team cache 5. Manages and directs the operations of the medical materials unit 	Not Specified
EDUCATION	High school diploma	Not Specified
TRAINING	<p>Completion of the following:</p> <ol style="list-style-type: none"> 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Incident Command System for Single Resource and Initial Action Incidents 3. IS-700: National Incident Management System, An Introduction 4. IS-800: National Response Framework, An Introduction 5. Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness 	Not Specified
EXPERIENCE	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> 1. Knowledge of and experience in computer systems and computerized inventory control systems 2. Knowledge of healthcare-related products and their purpose and use <p>Experience:</p> <ol style="list-style-type: none"> 1. Two years of experience in a practice setting such as a hospital, health system, agency, private practice setting, or medical logistics service, commensurate with the mission assignment 2. Purchasing and inventory control experience 	Not Specified

Superseded

COMPONENT	SINGLE TYPE	NOTES
PHYSICAL/MEDICAL FITNESS	<ol style="list-style-type: none"> 1. Performs duties under moderate circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time 2. Is able to work wearing appropriate Personal Protective Equipment (PPE) 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 	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.
CURRENCY	<ol style="list-style-type: none"> 1. Functions in this position during an operational incident, exercise, drill, or simulation at least once every five years 2. Keeps immunizations up to date and commensurate with mission assignment 3. Background checks as applicable law permits or requires 	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.
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified

Superseded



Position Qualification for Public Health, Healthcare, and Emergency Medical Services
Medical and Public Health

NOTES

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

REFERENCES

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. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness, latest edition adopted
6. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Immunization Recommendations for Disaster Responders

Superseded