



### NURSING SERVICES UNIT LEADER

**Mission:** Organize and direct nursing services, including management of incident-related trauma and special needs as well as routine nursing care. Organize and direct activities of daily living for residents. Evaluate personnel, medical supplies, and equipment to necessary to support resident care. Coordinate and supervise direct care staff.

Date:	Start:	End:	Position Assigned to:	Initial:
Positions Reports to: <b>Resident Services Branch Director</b> - Signature:			_____	
Nursing Home Command Center (NHCC) Location: _____				
Phone: _____		Fax: _____		Email: _____
Radio Title: _____				

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Receive appointment from Resident Services Branch Director.		
Read this entire Job Action Sheet and put on position identification (e.g. vest, cap, etc.).		
Notify your usual supervisor of your NHICS assignment.		
Obtain a briefing from Resident Services Branch Director.		
Consult with Medical Director/Specialist and/or Resident Services Branch Director on issues related to resident acuity which may impact treatment, evacuation, admission, discharge and/or transfer for individual residents.		
Assess staffing level and skill needs for triage and treatment of acute conditions and continuation of routine care and restorative services for residents. Request additional staffing as needed through the Resident Services Branch Director or the Operations Chief.		
Meet with and brief direct care staff on their assignments. Update direct care staff on incident status and facility plans. Instruct them as to the message they are to share with residents. Schedule next briefing with direct care staff.		
Assess availability of necessary nursing supplies and equipment to provide resident care for 7-10 days. Communicate shortfalls with Resident Services Branch Director.		
Assess stock of medications for resident support for a period of 7-10 days. Communicate pharmaceutical needs to the dispensing pharmacy immediately or to Resident Services Branch Director if pharmacy is unavailable.		



**Operations | Job Action Sheet**  
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ON-GOING	Time	Initial
Manage the provision of routine nursing services.		
Manage the provision of medication passes in keeping with resident schedules.		
Monitor direct care staff work performance.		
Ensure the provision of routine hygienic and nutritional care for residents.		
Meet routinely with Resident Services Branch Director, Psychosocial Unit Leader, and as needed with Operations Section Chief to evaluate status, project needs, and report actions of the unit.		
Establish a staff rest and nutritional area in cooperation with Staffing/Scheduling Unit.		
Observe all staff, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to Staffing/Scheduling. Provide for staff rest periods and relief.		
Document all key activities, actions and decisions and continue to brief direct care staff on the incident status and facility plan.		
Report unexpected problems and unresolved issues immediately.		

DOCUMENTS/TOOLS
<ul style="list-style-type: none"> <li>• NHICS Form 207: Incident Management Team Chart</li> <li>• NHICS Form 213: Incident Message Form</li> </ul>

Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System by the American Health Care Association (AHCA) Disaster Preparedness Committee