



### PSYCHOSOCIAL UNIT LEADER

**Mission:** Organize and direct, and supervise those services associated with the social and psychological needs of the residents, staff, and dependents. Supervise the provision and conservation of ancillary services (e.g. therapies).

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. Obtain this position's Job Action Sheets.		
Read this entire Job Action Sheet and put on position identification (e.g. vest, cap, etc.).		
Obtain a briefing from Resident services branch director.		
Notify your usual supervisor of your emergency incident assignment.		
Meet with Resident Services Branch Director to assess and project support service needs.		
Assess the capabilities, human resource requirements, and needs for ancillary services: <ul style="list-style-type: none"> <li style="width: 50%;">• Psychological</li> <li style="width: 50%;">• Activities</li> <li style="width: 50%;">• Spiritual</li> <li style="width: 50%;">• Social Services</li> </ul>		
Work with the Admit/Transfer & Discharge Unit Leader and implement system for contacting resident family members regarding transfer and discharge status, options, and plans.		
Establish and coordinate team of mental health personnel and clergy to support the psychosocial needs of staff, residents, and dependents.		
Coordinate activities performed by non-clinical volunteers. Communicate volunteer needs or issues with Logistics Section Chief and/or Staffing/Scheduling Unit Leader if assigned.		

<b>IMMEDIATE (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
Verify residents have all needed adaptive equipment based on their clinical assessment, including glasses and hearing aids.		
Designate a secluded debriefing area where individual and group intervention may take place. Coordinate with Safety Officer if needed.		
Appoint psychological support staff to routinely visit both resident and non-resident areas and advise them to document their contacts.		
Assist with updating families on individual resident's status as directed by Resident Services and/or Operations Section Chief.		

<b>ON-GOING</b>	<b>Time</b>	<b>Initial</b>
Meet regularly with Resident Services Branch to report Psychosocial Unit status and needs.		
Coordinate with the Public Information Officer in establishing and updating a staff information/status board (situation, emergency update, facility activities).		
Ensure coordination with Staffing/Scheduling Unit Leader to assess need for psychosocial support of staff or dependents sheltering at the facility.		
Schedule dates/times for stress debriefing sessions during/ after immediate disaster period.		
Observe all staff, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to Staffing/Scheduling unit. Provide for staff rest periods and relief.		
Report unexpected problems and unresolved issues immediately.		

<b>DOCUMENTS/TOOLS</b>
<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