



STAFF TIME UNIT LEADER

Mission: Document personnel time records, monitor, and report on regular and overtime hours worked/volunteered. Assist in the screening of volunteers and/or newly recruited staff.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Positions Reports to: Finance /Administration Section Chief - Signature: _____				
Nursing Home Command Center (NHCC) Location: _____				
Phone: _____		Fax: _____		Email: _____
Radio Title: _____				

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Receive appointment, briefing, and any appropriate materials from the Finance/Administration Section Chief.		
Read this entire Job Action Sheet and review incident management team chart (see NHICS Form 207). Put on position identification (e.g. vest, cap, etc.).		
Notify your usual supervisor of your NHICS assignment.		
Discuss with Finance Section Chief how to document facility-wide personnel hours worked related to the emergency. If alternative staff time tracking method is utilized (see NHICS Form 252), ensure there are adequate forms for documentation of personnel hours worked and volunteer hours worked in all areas for 14-day run if needed.		
Ensure the documentation of personnel and volunteer hours worked in all areas relevant to the nursing home's operation.		
Assist the Staffing/Scheduling Unit Manager in accounting for facility staff and in the screening and/or credentialing of newly recruited and/or volunteer staff (see NHICS Forms 252 and 253).		
Ensure that all key communications and actions are documented and reported to the Finance/Administration Section Chief for inclusion in incident briefing and reports.		

ON-GOING	Time	Initial
Meet routinely with the Finance/Administration Section Chief for status reports, and relay important information to Section members.		
Collect all Section Personnel Time Sheets (see NHICS Form 252) from each work area for recording		



Finance/Administration | Job Action Sheet
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ON-GOING	Time	Initial
and tabulation every eight hours, or as specified by the Finance/Administration Section Chief.		
Forward tabulated Section Personnel Time Sheets (see NHICS Form 252) to the Procurement/Cost/Claims Unit Leader every eight hours or as requested.		
Develop and submit an action plan to the Finance/Administration Section Chief when requested.		
Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct or resolve.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report to Safety Officer.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

DOCUMENTS/TOOLS
<ul style="list-style-type: none"> • Incident Action Plan • NHICS Form 207: Incident Management Team Chart • NHICS Form 252: Section Personnel Time Sheet • NHICS Form 253: Volunteer Staff Registration Form

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