

POSITION DESCRIPTION

DESCRIPTION

The position description serves as the official record of the duties and responsibilities assigned to the position and shall be used to determine the classification (Federal job series and grade level) for the position.

A classification action will be taken to initially classify an authorized position, to change the existing classification of an established position, or to effect any other classification change based upon the duties and responsibilities assigned to a position. This action is initiated by the Office of Emergency Preparedness (OEP) and coordinated with the Program Support Center, Human Resources Service, for approval.

A current position description for each established position shall be prepared in accordance with the applicable classification plan. The position description shall include an accurate description of the duties and responsibilities normally assigned the position and specify the job-related knowledge, skills and abilities required for the position.

No action shall be taken to assign an NDMS response team member to a position until it has been classified in accordance with the applicable Classification Plan.

PROCEDURE

For NDMS response teams to request that OEP establish a new position:

1. The team will make a formal request to the NDMS Branch Chief to have a new position established. The formal request must be in writing, but no specific form is required. The request must include the following:
 - the proposed title of the position
 - a complete and thorough description of the duties that will be performed by the incumbent
 - differentiation of duties from other current similar or overlapping positions
 - a description of licensing or certification requirements
 - the justification/need for establishing the new position
 - the proposed knowledge, skills, and ability requirements
2. OEP will determine the validity of the request. If OEP concurs, it will develop the position description and submit it for approval. Once submitted, it may take six months to a year to be approved by the personnel office.
3. Following approval, all teams will be notified of the new position description.
4. OEP will determine if the position must be filled by a team, or if it may be filled at a team's discretion.
5. OEP will make the appropriate changes to the team handbook and other documents as required.

DESCRIPTION OF QUALIFICATION STANDARDS

REFERENCES

OPM Operating Manual for Qualification Standards for General Schedule (GS) Positions

OPM Introduction to the Federal Wage System (FWS) Job Grading System

DESCRIPTION

The U.S. Office of Personnel Management (OPM) establishes GS Qualification Standards and FWS Job Grading Stan-

dards for positions in the Federal Government. The standards are used to determine whether applicants meet the minimum requirements for the positions being filled. The OPM qualification standards are broad guidelines and are not intended to provide detailed information about the specific qualification requirements for individual positions. The Qualification Standards give the minimum education, experience, or other requirements for each occupational series. A summary of the Qualification Standards for each NDMS response team position is outlined in this handbook.

NATIONAL DISASTER MEDICAL SYSTEM RESPONSE TEAM POSITION DESCRIPTIONS AND QUALIFICATION STANDARDS

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Assistant Cook	WG-7404-05	2.187
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Dental Officer		
Dental Officer (General)	GS-0680-13	2.195
*Forensic Dentist	GS-0680-13	2.199
Deputy Team Leader	GS-0301-14	2.201
*Disaster/Crash Site Division Supervisor	GS-0301-14	2.205
Environmental Health Unit Leader	GS-0698-07	2.207
Equipment Specialist	WG-4749-06	2.210
*Fingerprint Assistant	GS-0303-07	2.213
*Fingerprint Specialist	GS-0072-11	2.215
Food Service Officer	GS-0630-09	2.219
*Forensic Anthropology Specialist	GS-0190-13	2.222

* Positions are for use on Disaster Mortuary Operational Response Teams (DMORTs) only.
 ** Positions are for use on Veterinary Medical Assistance Teams (VMATs) only.

NDMS Title of Position	Grade	Page#
Funeral Director		
Mortuary Officer	GS-0050-12	2.224
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Hazardous Materials Technician	GS-0698-07	2.233
Health Technician		
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Health Technician (Ambulatory) (Intermediate)	GS-0640-06	2.238
Health Technician (Paramedic)	GS-0640-07	2.241
Health Technician Officer	GS-0640-09	2.244
Interpreter	GS-1047-09	2.247
Laboratory Technician	GS-0645-05	2.249
Laboratory Technician Unit Leader	GS-0645-07	2.251
Laboratory Technician Unit Leader	GS-0645-08	2.255
Logistics Coordinator	GS-0303-07	2.259
(Security/Communications/Sanitation)		
*Medical Investigator	GS-0301-12	2.260
Medical Officer		
Medical Officer	GS-0602-11	2.264
Medical Officer	GS-0602-12	2.267
Medical Officer	GS-0602-13	2.270
Medical Officer	GS-0602-14	2.273
Medical Operations Chief (NMRT)	GS-0602-14	2.276
Clinical Operations Section Chief	GS-0602-14	2.280
Team Leader/Supervisory Medical Officer	GS-0602-15	2.284
Medical Officer (Pathology)		
*Forensic Pathology Specialist	GS-0602-14	2.288
*Medical Operations Chief (Pathology)	GS-0602-14	2.293
Medical Records Unit Leader	GS-0675-05	2.294
Medical Supply Specialist	GS-2001-09	2.298
Medical Supply Technician	GS-0622-05	2.302
Medical Supply Technician	GS-0622-06	2.304

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NDMS Title of Position	Grade	Page#
Mental Health		
Mental Health Specialist	GS-0101-11	2.310
Mental Health Officer - Psychologist (General)	GS-0180-13	2.314
*Family Assistance Division Supervisor	GS-0101-14	2.317
Nurse		
Practical Nurse or Vocational Nurse	GS-0620-05	2.320
Staff Nurse	GS-0610-05	2.324
Staff Nurse	GS-0610-07	2.328
Staff Nurse	GS-0610-09	2.332
Supervisory Clinical Nurse	GS-0610-11	2.336
Supervisory Nurse Specialist	GS-0610-13	2.340
Nurse Practitioner	GS-0610-11	2.345
Nursing Assistant	GS-0621-04	2.349
Nursing Assistant	GS-0621-03	2.353
Pharmacist		
Clinical Pharmacy Unit Leader	GS-0660-12	2.356
Pharmacist	GS-0660-11	2.359
Pharmacy Assistant	GS-0661-07	2.361
Pharmacy Technician	GS-0661-05	2.364
*Photographer	GS-1060-08	2.366
Physician Assistant	GS-0603-11	2.369
Planning Section Chief	GS-0301-13	2.374
Respiratory Technician	GS-0651-07	2.379
Respiratory Therapist	GS-0651-08	2.385
Safety Officer	GS-0301-12	2.392
Security Specialist	GS-0080-12	2.395
Supply Management		
Logistics Section Chief	GS-2003-13	2.401
Supply/Facilities Unit Leader	GS-2003-12	2.404
Supply Management Officer	GS-2003-11	2.407
Team Leader (non-medical)	GS-0301-15	2.410
**Veterinary Medical Officer	GS-0701-13	2.414
X-Ray Technician	GS-0647-05	2.416

* Positions are for use on Disaster Mortuary Operational Response Teams (DMORTs) only.
 ** Positions are for use on Veterinary Medical Assistance Teams (VMATs) only.

POSITION DESCRIPTION**OFFICIAL TITLE, SERIES, AND GRADE:****ADMINISTRATIVE AIDE, GS-303-03****NDMS ORGANIZATIONAL TITLE, SERIES AND GRADE:****ADMINISTRATIVE AIDE, GS-303-03****INTRODUCTION**

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent serves as an administrative assistant performing administrative and clerical duties in support of the Finance/Administrative Chief.

MAJOR DUTIES AND RESPONSIBILITIES

Receives requests from field staff, ascertaining the nature of requests and directing requests to appropriate staff, or personally providing the information desired when routine or procedural matters are involved.

Performs routine work for the Administrative Assistant or Administrative Officer willingly preparing or maintaining rosters and schedules, forms, reports, statistical matter, and charts. Materials include specialized terminology such as those related to the medical field.

Maintains files containing CSU information, progress reports on special projects, studies, and other material.

Maintains medical manuals for use by the CSU staff.

Requisitions field supplies, equipment, and services, and performs similar maintenance duties.

Receives correspondence, screening material prior to distribution for importance, establishing controls, and following up for supervisor.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of specialized terminology used by component to read and maintain reports, forms, or comparable items.

Knowledge of administrative and clerical procedures used in performing the work of the CSU.

Knowledge of functions and procedures and CSU practices relative to referring individuals, messages, and other communications.

Knowledge of procedures required to requisition equipment and supplies, maintenance, and services. This requires knowledge of the procedures applicable to the control, authorization, securing, and justification of such services.

FACTOR 2: SUPERVISORY CONTROLS

Incumbent works under the direct supervision of the Administrative Assistant or Administrative/Finance Chief, but incumbent generally proceeds independently. Incumbent uses initiative in performing recurring work. Problems and unfamiliar situations not covered by instructions are referred to the supervisor. Work is reviewed for accuracy and compliance with instructions and established procedures.

FACTOR 3: GUIDELINES

Guidelines include administrative instructions, standards for preparing or attaining equipment, services, files, and carrying out clerical duties, in addition to instructions from professionals on specific assignments. The incumbent uses judgment in selecting and applying guidelines to specific assignments.

FACTOR 4: COMPLEXITY

Work involves both routine and difficult tasks which includes searching CSU files and other references to incorporate information into reports, etc., or to check other data. The employee uses judgment in selecting the most appropriate guidelines for application to specific cases. The employee selects the most appropriate correspondence format when more than one is authorized, determines subject matter for action by determining nature of requests.

FACTOR 5: SCOPE AND EFFECT

The purpose of the work is to provide support for the CSU. The work has a direct impact on the timeliness and accuracy of CSU activities.

FACTOR 6: PERSONAL CONTACTS

Contacts are primarily with CSU employees within and outside the OEP, representatives from various levels within the OEP such as headquarters, regional or field offices; and other staff providing technical assistance to the CSU.

**FACTOR 7:
PURPOSE OF CONTACTS**

The purpose of contacts is to obtain or request materials or information of concern to the CSU operations.

**FACTOR 8:
PHYSICAL DEMANDS**

The incumbent usually stands and moves from one part of workstation to another while performing work. Some lifting is required.

**FACTOR 9:
WORK ENVIRONMENT**

The work is performed inside a command center or otherwise outdoors. These areas may not be adequately heated or ventilated. The incumbent may be subject to physical attack from the injured and exposed to contagious diseases or substances.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Administrative Aide**
Series: **303**
Grade: **03**

MINIMUM REQUIREMENTS

Six months of progressively responsible general experience in any clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

ADMINISTRATIVE OFFICER, GS-0341-12

NDMS ORGANIZATIONAL TITLE, SERIES AND GRADE:

**ADMINISTRATIVE/FINANCE SECTION CHIEF,
GS-0341-12**

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent serves as an Administrative Officer for the NDMS disaster team by applying management skills and knowledge to independently provide or obtain a variety of management and office services during a disaster or major emergency.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as the Executive Officer to the NDMS disaster team Leader providing leadership, direction, and supervision in the day-to-day administrative operations of the team when activated under NDMS. Provides direct supervision to the administrative staff consisting of the Administrative Specialist and Medical Records Unit Leader. Carries out a full range of administrative duties in the performance of his/her supervisory responsibilities.

Responsible for the interpretation of new and revised DHHS, OEP and NDMS regulations, policies, and guidelines. Establishes, implements and continually evaluates NDMS policies to effect efficient NDMS operations. Advises the Team Leader and his/her staff regarding the impact DHHS, NDMS, OEP policies on the operation of the NDMS disaster team.

Oversees the NDMS disaster team's readiness activities. In this capacity, the incumbent ensures that the team's organization and operations conform to NDMS guidelines. When the team is activated, in the event of a disaster or emergency, the incumbent supervises the team's mobi-

lization and movement operations, establishment, and disestablishment of work sites. Identifies the need for and obtains and supervisor all internal and external logistic support.

Plans, organizes and oversees recruitment and enrollment of volunteers. Keeps abreast of program requirements and develops and implements a program to ensure that there are adequate numbers and types of personnel to adequately staff the team. Identifies the need for and obtains necessary training for particular members of the staff.

Provides overall guidance, supervision and direction of procurement activities. Performs independent work assignments in identifying and resolving material needs and problems. Provides and maintains adequate controls to ensure compliance with established NDMS policies and regulations in the procurement and utilization of supplies, materials, equipment and services. Advises staff in the procurement of equipment and services. Reviews procurement requests to ensure availability of funds, prevent duplication, coordinate ordering, and effectively utilize surplus property.

Participates with the supervisor in planning, developing and analyzing the financial operations. Responsible for the formulation and justification of the budget including operating costs and staff requirements. Establishes fiscal procedures for the equitable allocation of available operating funds to meet the needs of the team. Maintains central control on all expenditures and advises the supervisor as to the status of funds and expectation of needs based on past records.

Performs other related duties as required to facilitate efficient administrative operations for the NDMS disaster team.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION Level 1-7 (1250 points)

Comprehensive knowledge of regulations, policies, and procedures governing the delivery of administrative services in areas such as budget, procurement, and personnel management as well as thorough knowledge of the NDMS program.

Knowledge required to provide the organization with analytical services that are applied in conducting studies to improve the effectiveness of administrative and management processes.

Knowledge of appropriate regulations, policies, and procedures governing the NDMS program in order to develop operating plans and policies.

Ability to establish effective relationships with the NDMS community to exchange information on programs, ideas, etc.

Ability to effectively organize and plan during crisis situations.

Ability to manage assigned personnel, specialized equipment, and support resources during a disaster situation.

Skill in oral and written communication to prepare reports, develop policies, procedures, present proposals, and provide advice, guidance and assistance.

**FACTOR 2:
SUPERVISORY CONTROLS**

Level 2-4 (450 points)

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The incumbent has responsibility for planning, designing, and carrying out the administrative operations work independently. Results of the work are considered as technically authoritative and are normally accepted without change. Work is reviewed only in terms of overall results in providing administrative support during disasters and major emergencies.

**FACTOR 3:
GUIDELINES**

Level 3-4 (450 points)

Guidelines consist of administrative, DHHS, NDMS regulations, policies, and procedures governing procurement, personnel, budget, property management, and related NDMS functions, goals, objective, and plans. Some of these guidelines are extremely broad and can be only applied in very general sense. The incumbent must exercise a high degree of judgment in interpreting policies and regulations, and in determining the most effective approaches to employ in pursuing program goals. Judgment is also required to evaluate and recommend improvements in the effectiveness and responsiveness of program services provided.

**FACTOR 4:
COMPLEXITY:**

Level 4-5 (325 points)

The work involves administrative and analytic support in furtherance of the NDMS's mission and priorities. It

includes planning, organizing, and scheduling of various interrelated phases of work to meet time frames during a disaster or emergency. The work involves coordination with all parts of the NDMS disaster team to resolve issues and expedite the administrative processes to meet the disaster or emergency. Work also involves analyzing systems that monitor and measure the effectiveness and efficiency and efficiency that support the accomplishment of NDMS program priorities.

**FACTOR 5:
SCOPE AND EFFECT:**

Level 5-4 (225 points)

The work performed is essential and basic to the establishment, extension, and improvement of administrative operations during disasters and major emergencies. Successful completion of assignments contributes to the accomplishment of the NDMS's mission, goals, and objectives.

**FACTOR 6:
PERSONAL CONTACTS AND**

**FACTOR 7:
PURPOSE OF THE CONTACTS**

Level 3-c (180 points)

Contacts are with officials, managers, NDMS staff, and representatives of public and private organizations and with other government agencies.

The purpose of the contacts is to assure sound understanding of the goals and objectives which underlie the efforts of personnel of the Agency and NDMS to provide the best possible administrative support under severe adverse conditions, i.e., during disasters and major emergen-

cies. Contacts are to provide technical consultation and advice to providers of the NDMS disaster team; and to evaluate the NDMS team’s effectiveness. Contacts take place at meetings, conferences, and site visits. Tact and persuasion are often required in dealing with frequently demanding and difficult situations. The work affects a wide range of agency activities and how the Agency and NDMS is perceived by the population at large.

**FACTOR 8:
PHYSICAL DEMANDS:
Level 8-1 (5 points)**

The work requires some physical exertion such as periods of standing; walking; bending; stooping, stretching etc.; lifting

of light items. The work may also require working long hours without rest or relief.

**FACTOR 9:
WORK ENVIRONMENT:
Level 9-1 (5 points)**

The work environment involves moderate risks or discomforts which require special safety precautions, e.g., working with risk of exposure to contagious disease or infection. Precautions are routine for nearly all situations.

**TOTAL POINTS: 2890
GRADE CONVERSION: GS-0341-12**

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Administrative/Finance Section Chief** (NDMS organizational title)
Administrative Officer (OPM official title)
Series: **341**
Grade: **12**

MINIMUM REQUIREMENTS

One year of specialized experience directly related to the NDMS Response Team position equivalent to at least the GS-11 level in the Federal service.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

ADMINISTRATIVE ASSISTANT, GS-0341-07

NDMS ORGANIZATIONAL TITLE, SERIES AND GRADE:

ADMINISTRATIVE SPECIALIST, GS-0341-07

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent acquires basic management skills and knowledge including accepted methods, principles and procedures relating to the management process, and applies these skills and knowledge in the performance of developmental work assignments related to providing or obtaining a variety of man-

agement and office services for the NDMS disaster team.

MAJOR DUTIES AND RESPONSIBILITIES

Performs work assignments necessary to provide, obtain and/or negotiate administrative and office services for the NDMS disaster teams. Determines the propriety of requests pertaining to the areas of procurement, property, financial management, supply, personnel, administrative management, improvement training, office services, etc.

Studies routine and repetitive processes and performs preliminary analyses of administrative management procedures. Drafts recommendations on ways to achieve increased effectiveness efficiency and economy of administrative management operations.

Reviews new and revised instructions and procedures received from NDMS, DHHS, OEP and makes suggestions regarding interpretation. Drafts portions of new instructions and procedures to be distributed to NDMS disaster teams and others as appropriate.

Assists in the development of plans for NDMS readiness. Ensures that organizational and operational charts are developed and are available for the

Administrative Officer. Ensures disaster mobilization and transportation plans for the NDMS disaster teams are prepared and are up-to-date. Maintains roster and telephone numbers of key unit personnel. Maintains duty officer schedule during actual mobilization resulting from a disaster or emergency. Participates in planning and executing the Unit's moves and relocation of staff personnel. Prepares records, reports and correspondence relating to the Unit's organization, readiness and operations.

Participates in NDMS recruitment, and, as assigned, in reviewing personnel requirements, and in interviewing candidates for technical support positions. Makes recommendations regarding selection of applicants. Generates and maintains personnel records of staff and members.

Prepares recurring and special one-time reports regarding Unit's activities, e.g., personnel reports, training, supply, procurement, etc., and other reports requested by the Administrative Officer.

Participates with the Administrative Officer in identifying short and long-term training needs and in determining sources of training.

Performs special project by project assignments involving financial operations.

Participates with the Logistics chief in resolving materials, supplies, and equipment programs and assists in obtaining needed external logistic support.

Performs other related duties as required to facilitate efficient administrative operations for the NDMS disaster team.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION:

Level 1-6 (950 points)

Basic knowledge of regulations, policies, and procedures governing the delivery of administrative services in areas such as, procurement, property, financial management, supply, personnel, administrative management, office services, management analysis, etc.

Knowledge required to provide the organization with analytical services that are applied in conducting studies to improve the effectiveness of administrative and management processes.

Knowledge of appropriate regulations, policies, and procedures governing the NDMS program in order to develop operating plans and policies.

Ability to establish effective relationships with the NDMS community to exchange information on programs, ideas, etc.

Ability to effectively organize and plan during crisis situations.

Skill in oral and written communication to prepare reports, develop policies, procedures, present proposals, and provide advice, guidance and assistance.

FACTOR 2: SUPERVISORY CONTROLS:

Level 2-2 (125 points)

Works under the direct supervision of the Administrative Officer. Assignments are given with instructions as to scope of assignments, techniques, methods, prece-

dents and expected results. As more difficult assignments are introduced, instructions become more detailed and guidance continues as work progresses. Completed work is closely reviewed to insure adequate application of basic principles, methods, and techniques to evaluate analytic and judgmental soundness, and to serve as a basis for further training or developmental assignments.

**FACTOR 3:
GUIDELINES:**

Level 3-2 (125 points)

Guidelines consist of administrative, DHHS, NDMS regulations, policies, and procedures governing procurement, personnel, budget, property management, and related NDMS functions, goals, and objectives. The incumbent is required to select and apply appropriate guides and some cases, to adapt standard guides to meet unique or unusual situations. The incumbent is also required to exercise judgment in interpreting administrative guidelines for other employees and in preparing instructions to supplement established procedures. Major deviations from guidelines, regulations, etc.; are referred to the supervisor.

**FACTOR 4:
COMPLEXITY:**

Level 4-3 (150 points)

The work involves a variety of tasks which are dissimilar requiring the application of administrative procedures in diverse areas such as personnel, supply, financial management, property, procurement, etc. The incumbent applies administrative and technical skills to the compilation, review, and presentation information; implementation of new or modified procedures; and the provision of effective

and efficient administrative and program support across a range of functions.

**FACTOR 5:
SCOPE AND EFFECT:**

Level 5-2 (75 points)

The incumbent provides administrative and office support functions for the effective accomplishment of ongoing work assignments during a disaster or emergency crisis. Efforts by the incumbent support a wide range of work responsibilities within the administrative and office support functions. Much of the work involves providing assistance and support to the Administrative Officer in carrying out his/her duties.

**FACTOR 6:
PERSONAL CONTACTS AND
FACTOR 7:
PURPOSE OF THE CONTACTS**

Level 2-b (75 points)

Contacts are with officials, managers, NDMS staff, and representatives of public and private organizations and with other government agencies.

The purpose of the contacts is to assure sound understanding of the goals and objectives which underlie the efforts of personnel of the Agency and NDMS to provide the best possible administrative support under severe adverse conditions, i.e., during disasters and major emergencies. Contacts are to provide technical consultation and advice to providers of the NDMS disaster team; and to evaluate the NDMS team's effectiveness. Contacts take place at meetings, conferences, and site visits. Tact and persuasion are often required in dealing with frequently demanding and difficult situations. The

work affects a wide range of agency activities and how the Agency and NDMS is perceived by the population at large.

**FACTOR 8:
PHYSICAL DEMANDS
Level 8-1 (5 points)**

The work is basically sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items such as papers, books, etc. No special physical demands are required to perform the work.

**FACTOR 9:
WORK ENVIRONMENT
Level 9-1 (5 points)**

The work environment involves everyday risk or discomforts which require normal safety precautions.

**TOTAL POINTS: 1510
GRADE CONVERSION: GS-0341-07**

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Administrative Specialist** (NDMS organizational title)
Administrative Assistant (OPM official title)
Series: **341**
Grade: **07**

MINIMUM REQUIREMENTS

One year of specialized experience directly related to the NDMS Response Team position, equivalent to at least the GS-06 level in the Federal service.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

ANIMAL HEALTH TECHNICIAN, GS-704-07

NDMS ORGANIZATIONAL TITLE, SERIES AND GRADE:

ANIMAL HEALTH TECHNICIAN, GS-704-07

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as an Animal Health Technician and is responsible for providing the complete range of veterinary support services during disasters or major emergencies.

MAJOR DUTIES AND RESPONSIBILITIES

Assists in providing preventive medicine support, sanitation inspections, water quality, environmental and agricultural concerns; proper sheltering and treatment of livestock; and control of infectious diseases (epizootic and zoonotic).

Assists in public safety through: protection of the animal food supply; care of injured or sick animals and control of stray and abandoned animals; rescue and rehabilitation of affected wildlife; proper disposal of animal carcasses; and laboratory evaluation of dead animals.

Negotiates necessary services with local/State veterinary centers and/or organizations to accommodate the wide spectrum of emergency needs.

Ensures accountability, maintenance, and minor repair of all issued equipment.

Must have experience in collecting specimens, performing clinical laboratory procedures, providing care to injured or sick animals, anesthetizing animals under veterinary supervision, assisting in surgery; and exposing and developing radiographs.

Must be certified as an Animal Health Technician in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Must possess a certification in Basic Life Support Training.

Performs other duties as assigned.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent works under the general supervision of the Veterinary Medical Officer. Treatment procedures are routine in nature and any deviations are cleared through the supervisor in advance. Review of work is conducted during treatment procedures for proper care and comfort of injured animals.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Animal Health Technician**

Series: **704**

Grade: **07**

MINIMUM REQUIREMENTS

One year of specialized experience directly related to the NDMS Response Team position, equivalent to at least the GS-06 level in the Federal service.

Examples of qualifying specialized experience include work:

- as a laborer, manager, or owner of a livestock ranch or farm involving
- as a livestock Market Inspector,
- or
- as an Animal Welfare Inspector,
- direct work with livestock,
- as an assistant to a veterinarian.
- with livestock in a feed lot,

DESIRABLE QUALIFICATIONS

- Graduation from a veterinary technology program accredited by the American Veterinary Medical Association.
- Certificate/licensure or registration as an Animal Health Technician in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.
- Experience in collecting specimens, performing clinical laboratory procedures, providing nursing care to injured or sick animals, anesthetizing animals under veterinary supervision, assisting in surgery, and exposing and developing radiographs.

POSITION DESCRIPTION

**OFFICIAL TITLE, SERIES, AND GRADE:
CHAPLAIN, GS-0060-12**

**NDMS ORGANIZATIONAL TITLE, SERIES AND GRADE:
CHAPLAIN, GS-0060-12**

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as team Chaplain and is responsible for pastoral services associated with disaster victims and their families.

MAJOR DUTIES AND RESPONSIBILITIES

Provides pastoral services to a variety of victims from different denominations, including family counseling and spiritual guidance services.

Conducts last rites to victims to avoid or minimize subsequent consequences in disaster situations.

Performs spiritual guidance sessions for families and members at the disaster site.

Performs other related duties as may be required in the efficient operation of the NDMS Response Team.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Chaplain**

Series: **0060**

Grade: **12**

MINIMUM QUALIFICATIONS

Education

Graduation from a seminary with accredited or associate membership in the American Association of Theological Schools is required.

Experience

Two years of full-time satisfactory service functioning as a chaplain or pastor subsequent to seminary graduation.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

TELECOMMUNICATIONS SPECIALIST, GS-391-12

NDMS ORGANIZATIONAL TITLE, SERIES AND GRADE:

COMMUNICATIONS OFFICER, GS-391-12

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent serves as Communications Officer with the NDMS response team along with coordinating communications issues with the Management Support Team (MST) and directs specialists and technicians under the general supervision of the Logistics Section Chief.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent serves as the Communications Officer and provides the planning of, and has the chief responsibility for, meeting the NDMS response team's communications requirements. Advises the Logistics Section Chief regarding issues concerning the provision of field operations support as they relate to communications and the availability of qualified personnel.

Consults with the MST and other deployed teams regarding the exchange of information. In addition, identifies and provides resources needed to establish and maintain communications.

The incumbent manages the equipment in the team communications and information cache, and provides equipment to the operations, as needed. Serves as back up to the MST Communications Officer for the coordination of additional communications equipment with the Disaster Field Office.

The incumbent is required to monitor the performance of communications and information resources in the field and resolve problems. Determines the need for further technical support, e.g., radio operators, information resources techni-

cian, etc., and ensures adequate staffing coverage.

The responsibility of planning and meeting the MST and team communications requirements are considered essential for this position.

Performs other related duties as assigned to assist in the efficient operation of the NDMS response team.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent receives assignments from, and works under the general supervision of the Logistics Section Chief.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Communications Officer** (NDMS organizational title)
Telecommunications Specialist (OPM official title)

Series: **391**

Grade: **12**

MINIMUM QUALIFICATIONS

One year of specialized experience directly related to the NDMS Response Team position equivalent to the GS-11 level in the Federal service .

DESIRABLE QUALIFICATIONS

Applicant should possess the knowledge, skills, and abilities listed below.

Knowledge

- Practical knowledge of current telecommunications theory
- Working knowledge of the parameters of NDMS Response Team communications equipment including: installation; operation; power requirements; frequency programming; field troubleshooting; telephone wiring and PBX system set up; cellular telephone programming; HF, VHF, UHF radio systems
- Knowledge of incident communications planning

Qualification Standards continue, next page . . .

Qualification Standards, continued

- Knowledge of NTIA and FCC frequency management policies and procedures
- Knowledge of current radio protocols and operational discipline
- Systems knowledge of amateur radio skills and operations, land mobile radio, telephone, and satellite systems
- Knowledge of the Federal Response Plan
- Understanding of the relationship between NDMS communications, National Communications System, FEMA telecommunications, and military communications systems

Skills

- Ability to program communications equipment
- Experience in disaster and/or mass casualty care operations

Abilities

- Ability to work in information systems technology, including applications support, data communications, and hardware and software problem resolution
- Ability to anticipate and plan for team communications needs
- Ability to instruct team members in the correct use of communications equipment while deployed in a disaster environment
- Able to work at heights to place antennas, repeaters, etc.
- Possess good interagency coordination skills, work well with technical experts, local officials, and other organizations
- Able to manage specialized communications equipment and support resources during a disaster situation
- Ability to effectively organize and plan during crisis situations

POSITION DESCRIPTION**OFFICIAL TITLE, SERIES, AND GRADE:****TELECOMMUNICATIONS SPECIALIST,
GS-0391-07****NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:****TELECOMMUNICATIONS SPECIALIST,
GS-0391-07****INTRODUCTION**

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Telecommunications Specialist assists in the setup and management of the communications system for the NDMS disaster response team. The Telecommunications Specialist reports

directly to the Communications Unit Leader.

MAJOR DUTIES AND RESPONSIBILITIES

Sets up, operates, and maintains NDMS Team communications system during a disaster or major emergency.

Assists with assessment of the communications equipment for immediate deployment and addresses any critical shortfalls

Assists the Communications Unit Leader with the setup of NDMS response team communications center.

Ensures accountability, maintenance, and minor repairs of all issued communications equipment.

Develops communications procedures for use during medical emergencies.

Provides communications link between the NDMS team leaders and the MST.

Provides security and environmental protection for communication equipment and supplies.

Monitors use of satellite communications system and ensure logbook is maintained.

Assesses the need for additional power resources needed to support the communication system and coordinate with Communications Unit Leader.

Anticipates requirements and evaluates the communications system effectiveness.

Monitors Team communications for compliance with established procedures.

Keeps the supervisor apprised of any supply deficiencies or equipment malfunctions.

Establishes and posts contact information for incident operations.

Performs other related duties as assigned to assist in the efficient functioning of the Unit.

The incumbent should have a basic orientation in disaster medical and nursing services.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-6 950 Points

Extensive knowledge of current automation and telecommunications theory, principles, concepts, practices, procedures, standards and operational requirements.

Extensive knowledge of communications equipment and related application programs; automated control and network management systems; transmission media; and the relationship among component parts of telecommunications systems.

Knowledge of amateur radio skills and operations, land mobile radio, telephone and satellite systems.

Comprehensive knowledge of basic electronics theory, concepts, and principles.

Ability to effectively organize and plan during crisis situations.

Ability to meet the arduous physical fitness requirement.

FACTOR 2: SUPERVISORY CONTROLS

Level 2-2 125 points

Works under the direct supervision of the Communications Unit Leader. Assignments are given with instructions as to scope of assignments, techniques, methods, precedents and expected results. As more difficult assignments are introduced, instructions become more detailed and guidance continues as work progresses. Completed work is closely reviewed to insure adequate application of basic principles, methods, and techniques to evaluate analytic and judgmental soundness, and to serve as a basis for further training or developmental assignments.

FACTOR 3: GUIDELINES

Level 3-2 125 points

Guidelines consist of regulations, policies, technical manuals, operational manuals and instructions governing telecommunications. The incumbent is required to select and apply appropriate guides and in some cases, to adapt standard guides to meet unique or unusual situations. The incumbent is also required to exercise judgment in interpreting guidelines for

other employees and in preparing instructions to supplement established procedures. Major deviations from guidelines, regulations, etc.; are referred to the supervisor.

**FACTOR 4:
COMPLEXITY**

Level 4-3 150 points

Assignments include the application and utilization of specialized communications equipment and related applications programs. Must be able to identify and direct and coordinate the actions required to provide needed communications at the disaster or emergency site. Develops communications procedures for use during medical emergencies and disasters. Maintains radio protocols and operational discipline.

**FACTOR 5:
SCOPE AND EFFECT**

Level 5-2 75 points

The incumbent provides telecommunication support functions for the effective accomplishment of ongoing work assignments during a disaster or emergency crisis. Much of the work involves providing assistance and support to the Communications Unit Leader in carrying out his/her duties. Work effects the ongoing communications of the NDMS Team during the disaster or major emergency.

**FACTOR 6:
PERSONAL CONTACTS AND**

**FACTOR 7:
PURPOSE OF CONTACTS**

Level 3-c 110 points

Contacts are with patients, their families, hospital personnel, and with health care

professionals and technical personnel (e.g., physicians, nurses, and supporting technical and administrative staff) and representatives from the private and state sectors. Contacts are for the purpose of exchanging information, plan and coordinate work efforts, and to provide advice concerning communication alternatives maintenance of equipment.

**FACTOR 8:
PHYSICAL DEMANDS**

Level 8-2 20 points

The work requires some physical exertion such as long periods of standing; walking over rough and uneven surfaces; recurring bending, stooping, stretching, etc; recurring lifting of moderately heavy items or occasional lifting of heavy items (over 50 pounds). The work may require above average agility and dexterity. The work may also require working long hours without rest or relief and may require defending oneself or others against physical attack.

**FACTOR 9:
WORK ENVIRONMENT**

Level 9-2 20 points

The work environment involves moderately high risks or discomfort, which require special precautions, e.g., working with risk of exposure to contagious disease, radiation or infection or in working with emotionally disturbed patients. Precautions are routine for nearly all situations. The work environment may involve high risks of exposure to potentially dangerous situations where conditions cannot be controlled.

TOTAL POINTS: 1575 POINTS

GRADE CONVERSION: GS-0391-07

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Telecommunications Specialist**
Series: **0391**
Grade: **07**

MINIMUM QUALIFICATIONS

One year specialized experience equivalent to at least the GS-5 grade level involved in evaluating, analyzing, developing, managing, or improving communications systems, procedures, and requirements that demonstrate knowledge of current developments and trends in communications concepts and technology.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

**TELECOMMUNICATIONS SPECIALIST,
GS-0391-09**

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

**TELECOMMUNICATIONS SPECIALIST,
GS-0391-09**

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Telecommunications Specialist assists in the setup and management of the communications system for the NDMS disaster response team. The

Telecommunications Specialist reports directly to the Communications Unit Leader.

MAJOR DUTIES AND RESPONSIBILITIES

Sets up, operates, and maintains NDMS Team communications system during a disaster or major emergency.

Assist with assessment of the communications equipment for immediate deployment and addresses any critical shortfalls

Assists the Communications Unit Leader with the setup of NDMS response team communications center.

Ensures accountability, maintenance, and minor repairs of all issued communications equipment.

Develop communications procedures for use during medical emergencies.

Provide communications link between the NDMS team leaders and the MST.

Provide security and environmental protection for communication equipment and supplies.

Monitors the use of satellite communications system and ensures logbook is maintained.

Assesses the need for additional power resources needed to support the communication system and coordinates with Communications Unit Leader.

Anticipate requirements and evaluate the communications system effectiveness.

Monitor Team communications for compliance with established procedures.

Keeps the supervisor apprised of any supply deficiencies or equipment malfunctions.

Establishes and posts contact information for incident operations.

Performs other related duties as assigned to assist in the efficient functioning of the Unit.

The incumbent should have a basic orientation in disaster medical and nursing services.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-6 950 Points

Extensive knowledge of current automation and telecommunications theory, principles, concepts, practices, procedures, standards and operational requirements.

Extensive knowledge of communications equipment and related application programs; automated control and network

management systems; transmission media; and the relationship among component parts of telecommunications systems.

Knowledge of amateur radio skills and operations, land mobile radio, telephone and satellite systems.

Comprehensive knowledge of basic electronics theory, concepts, and principles.

Ability to effectively organize and plan during crisis situations.

Ability to meet the arduous physical fitness requirement.

FACTOR 2: SUPERVISORY CONTROLS

Level 2-3 275 points

The incumbent functions under the general supervision of the Communications Unit Leader. The supervisor provides general work objectives and priorities and provides initial instructions when new or unusual problems or situations are encountered. Completed work and the incumbent's recommendations are reviewed for attainment of objectives, soundness of judgment, overall technical adequacy and adherence to NDMS policies and procedures.

FACTOR 3: GUIDELINES

Level 3-3 275 points

Guidelines include OEP guidelines and procedures, technical manuals and directives, and operational standards and policies, etc.. The incumbent must select and interpret a number of available guidelines. There is frequent need to choose between alternatives.

**FACTOR 4:
COMPLEXITY**

Level 4-3 150 points

Assignments include the application and utilization of specialized communications equipment and related applications programs. Must be able to identify and direct and coordinate the actions required to provide needed communications at the disaster or emergency site. Develops communications procedures for use during medical emergencies and disasters. Maintains radio protocols and operational discipline.

**FACTOR 5:
SCOPE AND EFFECT**

Level 5-3 150 points

The work involves the initial setup of the communications center and the linking up of any off-site personnel. During the disaster or major emergency, continually gathers available information on communications capabilities and anticipates requirements and evaluates the communications system effectiveness. Monitor Team communications for compliance with established procedures and maintains equipment as necessary. Work effects the ongoing communications of the NDMS Team during the disaster or major emergency.

**FACTOR 6:
PERSONAL CONTACTS AND**

**FACTOR 7:
PURPOSE OF CONTACTS**

Level 3-c 110 points

Contacts are with patients, their families, hospital personnel, and with health care professionals and technical personnel

(e.g., physicians, nurses, and supporting technical and administrative staff) and representatives from the private and state sectors. Contacts are for the purpose of exchanging information, plan and coordinate work efforts, and to provide advice concerning communication alternatives maintenance of equipment.

**FACTOR 8:
PHYSICAL DEMANDS**

Level 8-2 20 points

The work requires some physical exertion such as long periods of standing; walking over rough and uneven surfaces; recurring bending, stooping, stretching, etc; recurring lifting of moderately heavy items or occasional lifting of heavy items (over 50 pounds). The work may require above average agility and dexterity. The work may also require working long hours without rest or relief and may require defending oneself or others against physical attack.

**FACTOR 9:
WORK ENVIRONMENT**

Level 9-2 20 points

The work environment involves moderately high risks or discomfort, which require special precautions, e.g., working with risk of exposure to contagious disease, radiation or infection or in working with emotionally disturbed patients. Precautions are routine for nearly all situations. The work environment may involve high risks of exposure to potentially dangerous situations where conditions cannot be controlled.

TOTAL POINTS: 1950

GRADE CONVERSION: GS-0391-09

QUALIFICATION STANDARDS

JOB CATEGORY

Title: Telecommunications Specialist
Series: **GS-0391**
Grade: **09**

MINIMUM QUALIFICATIONS

One year of specialized experience directly related to the NDMS response or specialty team position equivalent to at least the GS-07 level in the Federal service. Must indicate experience in evaluating, analyzing, developing managing, or improving communications systems, procedures, and requirements that demonstrate knowledge of current developments and trends in communications concepts and technology.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

COOK, WG-7404-05

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

ASSISTANT COOK, WG-7404-05

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as an Assistant Cook responsible for assisting the Chief Cook in setting up and operating a field kitchen to serve large numbers of people at a disaster site under adverse conditions. The incumbent of this position reports directly to the Chief Cook.

MAJOR DUTIES AND RESPONSIBILITIES

Assists the Chief Cook in establishing and operating a field kitchen to serve people who need assistance because of a disaster or major emergency. Performs a wide variety of simple cooking including opening and heating canned vegetables or fruits; grilling pancakes, bacon and eggs to order; cooking cereal, toast, salads, gelatin and sandwiches. Assists in cooking meat, poultry, and fish by turning when necessary and removing when fully cooked. Measuring and weighing portions and ingredients as required by recipe, formula, or diet.

Under supervision adjusts recipes during quantity cooking; prepares convenience foods when the recipe requires a few simple steps; cooking frequently used recipes for gravies, sauces, or soups; cooking fresh or frozen vegetables.

Cleans kitchen area and kitchen equipment. Scours and scrubs heavier cooking equipment, pots, and pans. Cleans work tables and separates food waste from trash. Constructs field kitchen waste facilities in an approved designated location away from the kitchen area. Is responsible for collecting the kitchen waste and dumping it at the waste site.

Performs other related duties as assigned.

Skill and Knowledge

The incumbent must possess the ability to follow oral and written instructions (e.g. worksheets, menus, and schedules); ability to work safely (e.g. be alert to open jets or escaping gas); and the ability to do simple arithmetic (e.g. multiply ingredients in a recipe and decide how many servings a container will hold).

In addition, acquires knowledge and skill in the use of food service equipment (e.g. choppers and grinders); knowledge of the characteristics of various foods prepared (e.g. color, taste, cooking time, etc.); and the ability to decide when food is fully cooked without overcooking, and ability to season the foods.

Responsibility

The incumbent will receive assignments from the Chief Cook's worksheet, the schedule, or from general oral instructions. The Chief Cook is available to

answer questions and assures that the cooking is done properly. When learning new or more difficult work, the incumbent will receive detailed instructions regarding cooking methods and equipment. Work is reviewed during cooking of the food and when it is finished.

Physical Effort

The work involves frequent lifting up to 30 pounds (e.g. containers of food); constant standing and walking; and occasional lifting of over 50 pounds (e.g. pans of meat).

Working Conditions

Kitchens are often uncomfortably warm and noisy. The incumbent will be exposed to steam, fumes, and odors as well as recurring risks of exposure to contagious diseases. There will be danger of burns from steam or hot foods and potential dangers created by adverse working conditions.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Assistant Cook** (NDMS organizational title)
Cook (OPM official title)

Series: **WG-7404**

Grade: **05**

MINIMUM QUALIFICATIONS

Must have experience and skill in the setup and operation of large-scale food service operations. Demonstrated skill in assisting with food preparation and distribution is required.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

COOK, WG-7404-08

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

CHIEF COOK, WG-7404-08

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Chief Cook responsible for setting up and operating a field kitchen to serve large numbers of people at a disaster site under adverse conditions, including meals that accommodate a variety of diets. The incumbent reports directly to the Food Service Officer.

MAJOR DUTIES AND RESPONSIBILITIES

Sets up and operates a field kitchen to serve a large group of people at a disaster site under adverse conditions. Such meals are prepared under a variety of field conditions requiring skill in preparing, serving and preserving, including accommodating a variety of diets (e.g. cooking low sodium or fat-free foods, etc.). The incumbent uses the full range of quantity cooking procedures from the common or frequently used recipes to the new or more complex recipes.

Prepares the full variety of meats, poultry, seafood, vegetables, sauces, and gravies. Prepares a number of menu items for each meal (usually four or more). Plans and coordinates a variety of steps to be sure that main courses are ready for serving at the same time.

Prepares menu item using special or difficult recipes involving many steps, ingredients, or long preparation time, e.g. spaghetti sauce, sweet and sour pork.

Supervises lower grade cooks engaged in preparing, serving and preserving food.

Performs other related duties as assigned.

Skill and Knowledge

Skill is required to plan, coordinate, and time the sequences of steps so that items cooking will be ready for serving without overcooking or waste. Must have ability to adjust recipes according to the number of servings needed. Must know the characteristics of various raw and cooked foods to determine when raw foods are fresh (e.g. fruit) and judging finished cooked foods by its color, consistency, temperature, odor, and taste.

Responsibility

Based on pre-determined disaster planning and knowledge of available resources, the incumbent must know what type and quantity of food to prepare following written or oral instructions. Within the framework of accepted methods and techniques, the incumbent makes decisions regarding recipe adjustments for the number of servings, size of equipment used and may involve environmental conditions. He/she will decide when cooking is complete and meal is ready for serving. Makes changes to recipes to improve taste and appearance.

The Food Service Officer usually checks to assure that foods are cooked according to instructions, are attractive, in the quantities needed, and are served in a timely manner.

Physical Effort

The work involves frequent lifting or moving of objects weighing up to 30 pounds (e.g. utensils or containers of food); constant standing and walking; and occasional lifting of over 50 pounds (e.g. plans of meat). There may be occasional need to lift over 50 pounds depending on the conditions caused by the disaster.

Working Conditions

Kitchens are often uncomfortably warm and noisy. At times, cooks are exposed to steam, fumes, and odor; burns from steam or hot foods; and cuts from knives. Cooks may be exposed to extremes in temperature. There are regular and recurring risks of exposure to contagious diseases and elements. There will be potential dangers created by adverse working conditions.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Chief Cook** (NDMS organizational title)
Cook (OPM official title)

Series: **WG-7404**

Grade: **08**

MINIMUM QUALIFICATIONS

Must have experience and skill in food preparation and distribution for large groups, including ordering, substituting, storing, and special diet preparation.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical services.

POSITION DESCRIPTION**OFFICIAL TITLE, SERIES, AND GRADE:****DENTAL ASSISTANT, GS-0681-07****NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:****DENTAL ASSISTANT, GS-0681-07****INTRODUCTION**

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent serves as a Dental Assistant and works with the Disaster Mortuary Operational Response Team (DMORT) staff under the supervision of the Forensic Dentist.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent serves as a Dental Assistant and assists with providing victim identification and mortuary services. As assigned, positions and cleans human remains (upper torso and skull portions) in preparation for dental examination. Examines deceased human remains for dentition and charts dentition on dental charts.

The incumbent assists the forensic dentist with detailed examination and charting. Performs reviews and inspections of antemortem and postmortem dental charting and associated records. Consults with dentists and forensic identification personnel regarding victim dental records. Assists with the dental x-rays of human remains dental anatomy, the x-ray developing process and correct mounting of dental radiographs. Inputs data of antemortem/postmortem dental records into an automated system. The incumbent also assists with dental photography and log entry of all photographs taken.

Establishes and maintains antemortem/postmortem dental files for mass fatality victims. Develops equipment and supply requirements for a dental station in an incident processing facility. Prepares requisitions and receives dental station

equipment and supplies. The incumbent is required to enforce OSHA personnel protection guidelines within the dental examination station.

Performs other related duties as assigned to assist in the efficient operation of the DMORT.

Tasks may require the following: performance in either temporary or fixed morgue facilities under varying climatic conditions; moving and/or lifting objects with weight of up to 80 pounds; long hours of standing (up to 8 to 10 hours per day) and performance on deceased human remains in varying stages of decomposition.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent receives assignments from, and works under the direct supervision of, the Forensic Dentist.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Dental Assistant**

Series: **0681**

Grade: **07**

MINIMUM QUALIFICATIONS

One year of specialized experience equivalent to the GS-6 level in the Federal service. Specialized experience is experience in dental assistant to general or specialized dentistry, dental assistant (expanded function) work, or any combination of these.

In addition, must (1) have successfully completed an educational program that meets or exceeds the standards in 42 CFR Part 75, and is accredited by an organization recognized by the Department of Education, and (2) be certified as radiographers in their field. The following meet these requirements:

- Radiological personnel who (a) received training from institutions in a state or foreign jurisdiction that did not accredit training in that particular field at the time of graduation, or (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited educational program, provided such persons show evidence of training, experience, and competence, as determined by the employing agency.

POSITION DESCRIPTION**OFFICIAL TITLE, SERIES, AND GRADE:****DENTAL OFFICER, GS-680-13****NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:****DENTAL OFFICER (GENERAL), GS-680-13****INTRODUCTION**

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent, under the Operations Chief, makes dental diagnoses and administers treatment to people who have been injured or become ill due to a disaster or major emergency.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent performs initial phases of emergency dentist operations. As assigned, carries out dental diagnoses and treatment involving medical services and performs direct dental care for patients who do not present major complications.

Assesses patients and performs dental surgery, treats simple mouth fractures and wounds and provides a wide range of ambulatory dental interventions. Diagnoses traumatic and non-traumatic injury, providing treatment when symptoms are clear. Is responsible for recognizing symptoms that require referrals and makes such recommendations to the Operations Chief.

The incumbent may perform dental extractions; treats gum disorders and wounds, and administers oral medications as necessary.

The incumbent diagnoses dental and muscular injuries by examination. Stabilizes musculoskeletal injuries in those cases where normal dental procedures can be applied.

Prescribes and administers drugs for infection control, pain relief, and other conditions if there are no complicating factors. If complicating factors are evident, incumbent consults with the Operations Chief as needed.

Identifies conditions requiring urgent surgical intervention, and makes referral for service. Classifies and priorities patients for further treatment and evacuation.

Supervises dental treatment administered by other professional and technical personnel to assure that adequate professional and technical services are provided to those in need. Recommends methods and procedures for coordination of dental services with other medical activities.

Performs other related duties as assigned to assist in the efficient operation of the NDMS.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent serves under the general supervision of the Operations Chief. Supervision is generally limited to the broad application of general accepted medical practices and discussions of objectives to be accomplished. Within the limits of his assignment, the incumbent functions with considerable independence. Work is subject to review in terms of overall evaluation of program accomplishments and effectiveness.

OTHER SIGNIFICANT FACTS

The incumbent must have received a Doctor of Dentistry (D.D.S. or D..M..D.) from an approved school of dentistry and, in addition, must possess a permanent, current, full and unrestricted license to practice dentistry in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Dental Officer** (General):
(NDMS organizational title)
Dental Officer (OPM official title)
Series: **0680**
Grade: **13**

BASIC REQUIREMENTS

Education

Graduation with a degree in dental surgery (D.D.S.) or dental medicine (D.M.D.) from a school approved by the Council on Dental Education,

Qualification Standards continue, next page . . .

Qualification Standards, continued

American Dental Association (ADA); or other dental school, provided the education and knowledge acquired was substantially equivalent to that of graduates from an ADA-approved school.

ADDITIONAL REQUIREMENTS

Experience

Three years of professional dentistry experience and/or training equivalent to at least that of a Board eligible. Experience and/or training must be one of the following types:

- Post-licensure professional experience in the general practice of dentistry
- Approved internship training
- Approved residency training
- Graduate level study in an accredited dental school
- Post-licensure professional experience in a specialized area of practice
- Other advanced study or training (outside a dental school or hospital) creditable towards satisfaction of training program requirements for Board eligibility

LICENSURE REQUIREMENT

A valid and unrestricted license to practice dentistry in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

MEDICAL REQUIREMENT

Applicant must be able to distinguish shades of color.

DESIRABLE QUALIFICATIONS

Experience in disaster care operations.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

DENTIST, GS-680-13

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

FORENSIC DENTIST, GS-680-13

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Forensic Dentist and assists in the victim identification process through use of dental record comparisons.

MAJOR DUTIES AND RESPONSIBILITIES

Assess victims dental history including mouth fractures, wounds, and surgery and dental information collected from next of kin for use in the identification process.

Consults with local forensic laboratory personnel, law enforcement officials, and dental office personnel in efforts to identify victims.

Provides positive identification of victims where possible based on forensic analysis and personal dental records.

Collaborates with forensic experts, professional associations, and other organizations to keep abreast of scientific developments in the field of forensic dentistry.

Must have a degree in dental surgery (D.D.S) or dental medicine (D.M.D). Must possess a valid and unrestricted license to practice dentistry in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Performs other duties as assigned.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent works under the administrative supervision of the Identification

Officer. The incumbent independently conducts forensic dental exams with results accepted as authoritative.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Forensic Dentist** (NDMS organizational title)
Dentist (OPM official title)

Series: **0680**

Grade: **13**

BASIC REQUIREMENTS

Education

Graduation with a degree in dental surgery (D.D.S.) or dental medicine (D.M.D.) from a school approved by the Council on Dental Education, American Dental Association (ADA); or other dental school, provided the education and knowledge acquired was substantially equivalent to that of graduates from an ADA-approved school.

ADDITIONAL REQUIREMENTS

Experience

Three years of professional dentistry experience and/or training equivalent to at least that of a Board eligible. Experience and/or training must be one of the following types:

- Post-licensure professional experience in the general practice of dentistry
- Approved internship training
- Approved residency training
- Graduate level study in an accredited dental school
- Post-licensure professional experience in a specialized area of practice
- Other advanced study or training (outside a dental school or hospital) creditable towards satisfaction of training program requirements for Board eligibility

Special Note: Forensic dentistry is necessary, because of DMORT Assignment.

Qualification Standards continue, next page . . .

Qualification Standards, continued

LICENSURE REQUIREMENT

A valid and unrestricted license to practice dentistry in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

MEDICAL REQUIREMENT

Applicant must be able to distinguish shades of color.

DESIRABLE QUALIFICATIONS

Experience in disaster and/or mass casualty care operations.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

DEPUTY UNIT COMMANDER (NON-MEDICAL), GS-301-14

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

DEPUTY TEAM LEADER, GS-301-14

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as Deputy Team Leader responsible for participating in managing and supervising all aspects of a disaster mission, both operational and managerial, from the time of activation through the return to

the home jurisdiction including all resources (personnel and equipment) and the development and completion of all response operational objectives as assigned by the Management Support Team (MST), as well as, proper reporting, record keeping, and after-action requirements.

MAJOR DUTIES AND RESPONSIBILITIES

Participates in supervising the overall function of an NDMS primary care, specialty, or mortuary response team to care for victims of a disaster or other assignment such as providing supplemental staffing to the local medical infrastructure during mass casualty incidents.

Participates in the management and supervision of the work of 15-30 team members consisting of health care providers, technical and support personnel, and overall administration activities of the team, including supervision of the Chief of Logistics, Operations, Planning, Administrative/Finance, Safety, and Chaplain services. Grade levels of the team members range from GS-3 through GS-14.

Represents the Team Leader with HHS in dealing with sponsoring hospitals and

Federal and/or regional coordinating center and/or HHS Medical Response Coordinator. Exercises independence and leadership in coordinating activities of the team and guiding health care providers in solving difficult problems during disaster service.

Shares responsibility and direction for evacuation procedures of critically ill patients to local medical facilities. Ensures patient evacuation plans and procedures are properly understood and carried out by team members.

Interacts with team members and MST Leader for coordination of team activities and support of FRP requirements. Receives briefings from the MST and ensures that team members are kept informed of mission objectives and status changes. Participates in the completion of all required reports and maintenance of records.

Schedules orientation for individuals or team training programs in the field of emergency management including environmental sanitation, personal hygiene, stress management, and triage to ensure effective and efficient field operations. Participates in the conduct of annual performance evaluations of team members. Selects qualified applicants for team positions.

Participates in formal debriefing sessions following disaster service. Develops information for after-action reports including critical evaluation of field operations, team performance, operating policies, and treatment techniques.

Keeps abreast of the latest developments in the field of medical care management and recommends or implements necessary changes.

Ensures accountability, maintenance and minor repair and replacement of all NDMS issued supplies and equipment.

The incumbent must possess extensive experience in emergency management activities.

Basic Life Support (BLS) training and certification is strongly recommended.

Performs other duties as assigned.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent of this position reports to the Team Leader, who provides general administrative supervision and direction. The incumbent's management decisions are accepted as second in commander during emergency disaster service.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Deputy Team Leader** (NDMS organizational title)
Deputy Unit Commander (non-medical) (OPM official title)

Series: **301**

Grade: **14**

MINIMUM QUALIFICATIONS

One year of operational experience in emergency incident management on a regular and continuous basis equivalent to the GS-13 level in the Federal service.

DESIRABLE QUALIFICATIONS

Applicant should possess the knowledge, skills, and abilities listed below.

Knowledge

- Comprehensive knowledge of the NIIMS Incident Command System
- Comprehensive knowledge of the DMAT/Specialty Team functions, operations, strategy, and safety considerations
- Formal training in managing large-scale disasters or events from the National Fire Academy, Emergency Management Institute, or equivalent
- Knowledge of other disaster response organizations and their missions, i.e., FEMA ESF, Red Cross, NGO, etc. for the purpose of exchanging disaster-related information
- Knowledge of the Federal Response Plan
- Knowledge of supervisory and personnel management skills
- Practical knowledge of the terminology and capabilities of the major items in the equipment cache

Skills

- Competent in the development and use of integrated action planning concepts and processes
- Operational experience in emergency incident management on a regular and continuous basis.

Qualification Standards continue, next page . . .

Qualification Standards, continued

Abilities

- Capable of effectively coordinating and directing multiple functions of the DMAT/Specialty Team during mission assignment
- Possess good inter-organization coordination skills, work well with technical experts, local officials, and other organizations
- Able to manage assigned personnel, specialized equipment, and support resources during a disaster situation
- Ability to effectively organize and plan during crisis situations

POSITION DESCRIPTION**OFFICIAL TITLE, SERIES, AND GRADE:****SUPERVISORY SEARCH AND RECOVERY
SPECIALIST, GS-301-14****NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:****DISASTER/CRASH SITE DIVISION SUPERVISOR,
GS-301-14****INTRODUCTION**

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-stage unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position is responsible for supervision of search and recovery efforts of victims' remains at disaster sites, including the conduct of on-site field investigations and liaison activities

between state and local authorities and mortuary operations.

**MAJOR DUTIES AND
RESPONSIBILITIES**

Supervises search and recovery activities for victims and corpses during disasters or major emergencies. Supervises a professional staff of 15 – 30 employees consisting of forensic anthropologists, photographers, and mortuary workers during disaster operations. The grades of staff members range from GS-7 through GS-13.

Directs investigations into circumstances of the disaster through assessment, geopositioning, and data extraction to determine most effective method of search and recovery operations.

Coordinates field operations with local and state disaster authorities and mortuary officials, including incidents involving hazardous materials or work environments requiring protective wear or safety precautions.

Provides direction and guidance to non-professional staff on disaster site documentation requirements. Directs incident

sketches, videos, and photographs and other procedures of evidence preservation including chronological documentation of victim remains.

Decides and/or coordinates adequate personnel and equipment to effectively perform search and recovery operations at disaster sites. Ensures that the disaster site is divided into appropriate site grids.

Selects employees for vacant disaster respond team positions; trains employees in proper on-site procedures; hears and resolves complaints; recommends staff deployment based on physical requirements; and recommends performance evaluations of staff, etc.

Prepares reports and required documents in accordance with NIIMS/ICS and standard operating procedures.

Performs other duties as assigned.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent works under the supervision of the Operations Section Chief. Incumbent independently plans and implements assignments in accordance with policies, procedures, and general instructions. Work is reviewed in terms of meeting overall mission objectives.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Disaster/Crash Site Division Supervisor** (NDMS organizational title)
Supervisory Search and Recovery Specialist (OPM official title)

Series: **301**

Grade: **14**

MINIMUM QUALIFICATIONS

One year of specialized experience is required. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. To be creditable, specialized experience must have been equivalent to at least the GS-13 level in the Federal service. Supervisory experience is required.

DESIRABLE QUALIFICATIONS

Orientation in Disaster Mortuary Operational Response Team services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

**ENVIRONMENTAL HEALTH TECHNICIAN,
GS-0698-07**

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

**ENVIRONMENTAL HEALTH UNIT LEADER,
GS-0698-07**

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Environmental Health Unit Leader/Environmental Health Technician is responsible for the elimination and prevention of environmental health haz-

ards at a deployment site. This includes survey, implementation, and eradication measures to control the spread of disease and other health hazards or conditions. The incumbent reports directly to the Ancillary Services Division Supervisor.

MAJOR DUTIES AND RESPONSIBILITIES

Inspects and evaluates water, plumbing, and sewage disposal systems at deployment site.

Performs quality control tests on water, food, and air to determine contamination.

Conducts investigation to determine the source of outbreaks (i.e., water supplies, contaminated food, and untreated waste).

Determines sources of, and methods to eliminate or control insect and rodent breeding and harborage.

Ensure the health and welfare needs of Team members are addressed, including hydration, sanitation, and nutrition.

Ensure the placement and appropriate use of an adequate number of hand washing stations at all NDMS response team's sites. These stations are located at or near all (1) latrine facilities, (2) mess hall or designated eating areas, (3) food preparation areas, and (4) NDMS response team's area of operations.

Administers water purification services for Team water supplies.

Evaluates and ensures compliance with environmental sanitation regulations.

Develops recommendations and procedures to aid in assisting and maintaining environmental health programs, administered by local authorities.

Maintains liaisons with the Logistics Section Chief and Dietary Unit Leader to ensure proper sanitation facilities are available.

Analyze injury and illness data to note any trends or areas of concern.

Prepares reports of findings and makes recommendations to the supervisor and Clinical Operations Section Chief.

Performs other related duties as assigned to assist in the efficient operation at the disaster or emergency site.

SUPERVISION AND GUIDANCE RECEIVED

Receives a minimum of technical supervision and assistance from the Ancillary Services Division Supervisor. Work is evaluated in terms of over-all results. Incumbent may be the sole authority on a specific shift or tour of duty at the disaster or emergency site. Complex assignments performed in the field are performed with nearly complete technical independence. While performing tests in the field, reference manuals and guidelines are either not available or are not applicable.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Environmental Health Unit Leader** (NDMS organizational title)
Environmental Health Technician (OPM official title)

Series: **GS-0698**

Grade: **07**

MINIMUM QUALIFICATIONS

One year of specialized experience directly related to the NDMS Response Team position equivalent to at least the GS-06 grade level in the Federal service. Specialized experience is experience that involved identifying, preventing, or eliminating health hazards in one or more areas of environmental sanitation. Such experience must have provided a practical knowledge of environmental health hazards, survey techniques, and control and eradication methods, and may have been gained in work such as biological technician, medical technician, pest control technician, quality control positions with dairy or food service industries, or environmental health worker.

Journey level experience in a trade or craft may be credited as specialized experience when the work was closely associated with and provided the required knowledge of environmental health techniques, methods, and skills, e.g., pest control operator, water plant operator.

DESIRABLE QUALIFICATIONS

Training and/or experience in disaster technician services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

MAINTENANCE WORKER, WG-4749-06

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

EQUIPMENT SPECIALIST, WG-4749-06

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of the position is responsible for setting up, operating, and maintaining powered equipment. He/she also is responsible for packing equipment, constructing facilities, and operating motor vehicles. The incumbent reports directly to the Logistics Chief.

DUTIES AND RESPONSIBILITIES

Operates generators, lighting equipment, and other NDMS response teams' equipment. Checks tires, fuel, oil and water, etc. Performs minor repairs of powered equipment and medical devices, as required. Replaces minor parts and performs operational tests and inspections. Assures that powered equipment is in serviceable operating condition.

Inspects equipment in storage and performs repair or preventive maintenance. Performs normal maintenance checks (e.g., checks belts, fans, tires, etc.). Assures that equipment is in a state of readiness and that is functioning properly.

Supervises the setup and operation of powered equipment. Performs minor trouble shooting duties to correct minor problems of malfunction. Takes initial steps to secure immediate replacement if major problems occur with equipment.

Following an established plan, the incumbent performs carpentry, plumbing, roofing, painting, and masonry work in constructing field facilities including sanitation facilities and water sources. Assures that facilities are functional and are constructed in conformance with the requirements of a variety of accepted trade practices.

Packs and loans necessary equipment to the NDMS disaster teams. Selects the method and technique for packing, packing devices and material to be used on the basis of the item size, type, weight, shape, fragility, mode of transportation, and destination. Packs commodities such as: medical, surgical, dental, and laboratory supplies equipment including instruments and furnishings of various sizes, weight, and shape. Other examples that require a variety of packing and crafting methods include pharmaceuticals, drugs, biological, chemicals, and reagents including narcotics, vaccines, serum and other items.

Drives, as necessary, medium size trucks, light vehicles, and warehouse equipment, assuming vehicle operator duties and responsibilities when driving.

Performs other related duties as assigned to facilitate the efficient operation of the NDMS disaster teams.

Skill and Knowledge

WG-6 Maintenance workers need the following basic skills to do their work:

Ability to work independently, make decisions, plan operations, show job responsibility, exercise initiative, etc.

Ability to assemble, make, install, test, and repair equipment.

Ability to use measuring instruments, e.g., rules, scales, squares, gauges, and testers.

Competence in the use and maintenance of tools and equipment.

Familiarity with mechanical design and principles of operation of mechanical and electrical equipment.

Familiarity with repair of small engines and electrical devices.

Ability to work swiftly and safely especially where safety standards are enforced as with exposure to hazards in a disaster area.

Responsibility

Performs work under the general supervision of the Logistics Chief. Receives only general instructions regarding what needs to be done and is expected to carry on the day-to-day operations independently referring only the most difficult or unusual problems to the supervisor for advice or further action. Accomplishment of work is reviewed for results obtained in meeting schedules and deadlines.

The incumbent must be mentally alert and have a good knowledge of, and be capable of applying, a variety of trade practices associated with occupations such as carpentry, plumbing, electrical, air conditioning, cement work, painting and other related trades. This position does not require a journeyman knowledge of such trades.

Physical Effort

Requires normal physical effort necessary in the building and maintenance trades such as considerable walking and standing, climbing, stooping, bending, kneeling, and reaching. Must be able to work from ladders and scaffolds. May also involve work in manholes, trenches, tunnels, crawl spaces, suspended ceilings, etc.

Frequently required to lift tools, equipment and building materials weighing from 10 to 80 pounds. Normal vision requirements.

Working Conditions

Work is done inside and outside, in all types of weather, and is usually dirty, dusty, and greasy. Work areas may also be hot, cold, damp, and drafty. The incumbent is exposed to the possibility of cuts, bruises, scolds, or burns, electrical shock, and broken bones while operating tools and equipment or performing the various trade duties. There is danger of slip-

ping on wet surfaces or injury from falling objects. There are regular and recurring risks of exposure to contagious diseases.

OTHER SIGNIFICANT FACTS

The incumbent must have a State motor vehicle operator's permit and it is recommended that the incumbent have a Federal motor vehicle operator's permit.

The incumbent should have basic orientation in disaster medical and nursing services.

QUALIFICATION STANDARDS**JOB CATEGORY**

Title: **Equipment Specialist** (NDMS organizational title)
Maintenance Worker (OPM official title)
Series: **WG-4749**
Grade: **06**

MINIMUM QUALIFICATIONS

Must have experience and skill in maintenance and minor repair of a variety of unrelated equipment. Equipment consists of powered generators, medical equipment and devices, electrical devices, etc.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

FINGERPRINT ASSISTANT, GS-303-07

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

FINGERPRINT ASSISTANT, GS-303-07

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position provides fingerprinting assistance in the identification of remains of disaster victims at the disaster site.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as a fingerprint assistant dispatched to identify victims of major disasters, making sure each victim is processed in the same manner; performs all aspects of the identification process; collecting all available information about the victim, for example, dental facts, information about jewelry, information about clothing and other effects; and writing a report of such assignment. Perform fingerprint examinations in field investigations, working closely with investigative personnel on such matters. As appropriate, furnish guidance and instruction to fingerprint personnel from local departments involved in field investigations. Such assignments may be performed in the field for extended periods of time and involve conducting examinations and making comparisons under adverse conditions.

Serves as instructor for the DMORT in all phases of fingerprint work to others including preparation of legal exhibits and the like. Must be constantly aware of technical changes and innovations in print development, and is expected to exercise initiative in extending the knowledge and technology of fingerprint work. Must utilize comprehensive knowledge, creativity, and ingenuity in instruction

activities. Conducts experiments in fingerprinting work and prepares well-documented reports on results.

Confers with officials of the FBI, Police Chiefs, the State Attorney, and others who are directly concerned with specific facts of the disaster. Often these contacts are highly controversial and require the utmost in tact, diplomacy, and ability to get along with others in situations highly charged because of conflicting viewpoints.

SUPERVISION AND GUIDANCE RECEIVED

Receives a minimum of technical supervision and assistance from the Mortuary Division Supervisor or the Morgue Group Supervisor. Work is evaluated in terms of over-all results. Incumbent may be the sole authority on fingerprint problems at the site. Assignments performed in the field are performed with complete technical independence.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Fingerprint Assistant**
Series: **0303**
Grade: **07**

MINIMUM QUALIFICATIONS

Applicants must have one year of specialized experience directly related to the NDMS Response Team position equivalent to at least the GS-06 level in the Federal service.

DESIRABLE QUALIFICATIONS

Orientation in Disaster Mortuary Operational Response Team services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

FINGERPRINT SPECIALIST, GS-0072-11

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

FINGERPRINT SPECIALIST, GS-0072-11

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent serves as a Fingerprint Specialist and works with DMORT staff under the general supervision of the Fingerprint Unit Leader and Mortuary Division Supervisor.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent serves as a Forensic Examiner on the team's medical examiner's staff and is responsible for planning, coordinating, and directing forensic science activities specifically related to disaster victim identification in the field of latent print analysis and identification. The incumbent conducts expert examinations, collects testimonies and reports the results.

Conducts examinations on the most complicated cases, including all administrative procedures. Directs preparation of worksheets, examines and accounts for evidence, and arranges for and directs photography. The incumbent develops latent prints and conducts comparisons between latent prints and inked prints of subjects or other latent prints and conducts computerized and/or manual file searches when applicable. Documents chain-of-custody and arranges for final disposition of evidence.

The incumbent prepares and furnishes oral and/or written reports to the FBI, U.S. Attorneys or other Federal, State and local law enforcement officials and others within the affected community which convey the opinions and findings of the incumbent as determined through detailed examinations.

May be required to present testimony in court that may require the incumbent to withstand intense professional and personal scrutiny while under cross-examination as an expert witness.

Develops and/or maintains systems of internal accounting and control to monitor efficiency.

The incumbent applies established analytical techniques to provide accurate technical information pertaining to submitted items of evidence. Based on a broad range of experience in latent print examination and identification and a high level of institutional expertise, the incumbent provides information gained through forensic examination of evidence to guide investigators.

With substantial knowledge of all types of forensic examinations conducted by the FBI laboratory, determines the needs for additional analysis of evidence by these entities. Recommends the need for additional examinations of evidence, as required.

On a rotational basis, the incumbent serves as a coordinator for disaster site investigations who locates, develops, preserves, and identifies items of evidence for examination of human remains.

Serves as an authoritative consultant to the FBI and other agencies in responding to inquiries pertaining to examinations and/or requests for testimony.

Training is received at the expert level in state-of-the-art forensic techniques and procedures. Keeps abreast of literature and advances in new technology in this area of expertise.

The incumbent instructs less experienced examiners on examination techniques in the field of expertise, as well as providing training to other Federal, State and local forensic examiners, investigators, etc., on an as needed basis. Assists the Medical Examiner in monitoring examiner training and performance in examinations.

Works with deceased bodies that are often in various stages of decomposition or dismembered or burned beyond recognition. Often these bodies are in an odious condition and involve extensive contact with body fluids.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent receives assignments from and works under the direction of the Medical Examiner.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Fingerprint Specialist**
Series: **072**
Grade: **11**

MINIMUM QUALIFICATIONS

Applicants must have 1 year of specialized experience equivalent to at least the next lower grade level in the normal line of progression. Specialized experience for the GS-11 level in the Federal service includes: performing difficult latent fingerprint examinations, preparing written laboratory reports based on examinations, and testifying as an expert witness in the area of latent fingerprint examinations.

DESIRABLE QUALIFICATIONS

Applicant should possess the knowledge, skills, and abilities listed below.

Knowledge

- Completion of an NDMS Response Team training program or comprehensive knowledge of DMORT operations
- Comprehensive knowledge of responding to a mass fatality incident

Skills

- Skill in taking fingerprints of deceased disaster victims
- Skill in preparing reports for supervisory personnel
- Skill in briefing supervisory personnel and senior officials in the area of fingerprint analysis and identification

Abilities

- Ability to work in austere environments
- Ability to work as part of a cohesive team

POSITION DESCRIPTION

**OFFICIAL TITLE, SERIES, AND GRADE:
DIETITIAN, GS-0630-09**

**NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:
FOOD SERVICE OFFICER, GS-0630-09**

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a dietitian/nutritionist/food service supervisor responsible for planning, scheduling and supervising feeding operations for disaster response team members and patients at the Clearing Staging Unit (CSU).

MAJOR DUTIES AND RESPONSIBILITIES

Identifies food service needs, including eating patterns, economic factors, cultural background, and other conditions which influence food preferences and preparation. Plans menus based on seasonal food preferences, equipment available, and staff and services to serve meals.

Conducts on-site evaluations of the food program with respect to nutritional standards and food service management. Recommends improvements and corrective actions as necessary to produce an efficient food service program.

Identifies quantities and types of rations required based on patient and staff requirements. In conjunction with the Logistics Chief, obtains appropriate quantities of prepared rations or fresh meat, fruit and vegetables.

Develops a nutritional care plan with standard modifications based on the medical records of patients who are under prescribed medical treatment. Records appropriate information on diet in the patient medical record.

Sets up and supervises a field kitchen adhering, as closely as possible, to nutritional standards and dietetic practices.

Sets up and supervises a messing system. Is responsible for overall menu planning including regular menus and a variety of modified menus; e.g. those who require highly specialized diets.

Instructs food preparation staff in overall dietetic practices and procedures. Supervises staff in the interpretation of regulatory requirements for foods, nutrients, or food patterns. Supervises preparation of oral rehydration fluids for patients, and other extemporaneous non-pharmaceutical therapeutic preparations.

The incumbent must possess a professional registration as a registered dietitian by the American Dietetic Association or license or registration as a professional nutritionist in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Desirable qualifications include orientation in food service operations, disaster medicine and nursing services as well as training in field casualty care operations.

Performs other related duties as assigned to assist in the efficient operation of the food service program.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

- Professional knowledge of the science of nutrition and the principles, practices and procedures required to provide nutritional care to patients who are injured or sick as a result of a disaster or major emergency.
- Knowledge of common diseases, prognosis, medication, treatment

methods, and terminology of the medical field to relate this information to the patient's diet.

- Knowledge of practices required to plan menus and coordinate the feeding program for members of the staff.
- Knowledge of food service management and distribution practices to recommend improvements and corrective actions.
- Knowledge of regular, oral and rehydration and other extemporaneous and non-pharmaceutical therapeutic preparations.
- Knowledge of the concepts and principles of dietetics and nutrition to review and evaluate the nutritional value of a food program and to recommend improvements and corrective action.

FACTOR 2: SUPERVISORY CONTROLS

The Logistics Chief, who is the supervisor, assigns responsibility for planning menus and services to be accomplished. The supervisor is available to provide assistance on problems encountered which do not have clear precedents.

The dietitian/nutritionist/food service supervisor independently plans and develops menus and carries out information gathering and analysis activities in accordance with established policies and procedures. When deviations occur, the incumbent develops a plan to solve the problem or provides technical assistance as needed.

Work is reviewed through spot checks for technical soundness, adherence to accepted nutritional practices, procedures

and operating policies and professional standards; through written reports and through conditions brought to the supervisor's attention by the staff.

**FACTOR 3:
GUIDELINES**

Guidelines for the work include DHHS, ESF-8, NDMS, and PHS operating policies and procedures, diet manuals, food service preparation and food service manuals, menu patterns, accepted professional nutritional standards, professional literature, medical reference material, and diet prescriptions. The incumbent searches and interprets the references and translates them into a plan for food service management and nutritional care based on an analysis of data obtained from patient interviews and from available medical records. The incumbent uses judgment in evaluating food service and nutrition services for which guidelines are not completely available, in interpreting the application of guides for others, and in recommending changes or adapting guides to problems encountered.

**FACTOR 4:
COMPLEXITY**

Assignments require judgment in performing complex functions that differ with the needs of the patients. The incumbent must analyze each problem in combination with all factors and select the best alternative to meet the needs of the patients. In developing menus he/she must consider nutritional requirements, diet therapy, patient preference, food service requirements, and equipment to be used in food preparation, food distribution and similar concerns. The incum-

bent must analyze and interpret information on nutrients and preparation techniques in foods.

**FACTOR 5:
SCOPE AND EFFECT**

The purpose of the work is to plan and provide nutritional care and quality food to patients who are injured or become sick as a result of a disaster or major emergency. This includes those who require a highly specialized diet. The work affects patients recovery and continued well-being.

**FACTOR 6:
PERSONAL CONTACTS**

Personal contacts are with patients, their families, with professionals and non-professionals within CSU, with other services within NDMS, and with suppliers.

**FACTOR 7:
PURPOSE OF CONTACTS**

The purpose is to influence or motivate persons or groups. Persons contacted may be apprehensive, fearful, skeptical or uncooperative. The incumbent must be skillful in persuasion, negotiation or other approaches to establish rapport and obtain the desired result.

**FACTOR 8:
PHYSICAL DEMANDS**

Some of the work involves sitting and writing reports and planning diets and managing food service operations. Considerable walking is involved in contacts with patients and food workers; some lifting may be required such as food supplies and some type of equipment.

FACTOR 9:**WORK ENVIRONMENT**

The work involves regular and recurring risks or discomforts which require special safety precautions, e.g. working at a disaster site which involves risk of exposure to contagious disease, danger from

falling debris; or slipping and falling. The incumbent may be required to wear protective clothing or protection against infection. Some work situations require working in isolated areas without normal conveniences.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Food Service Officer** (NDMS organizational title)
Dietician (OPM official title)

Series: **0630**

Grade: **09**

BASIC REQUIREMENTS

Bachelor's degree or higher with a major field of study in dietetics, food, nutrition, food service management, institution management, or related services.

ADDITIONAL REQUIREMENTS

Must have one year of specialized experience directly related to the NDMS Response Team position equivalent to at least the GS-7 level in the Federal service.

DESIRABLE QUALIFICATIONS

Professional registration as a registered dietician (R.D.) in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

FORENSIC ANTHROPOLOGIST, GS-190-13

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

**FORENSIC ANTHROPOLOGY SPECIALIST,
GS-190-13**

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position assists in the victim identification process, through identification of human remains in a variety of conditions, primarily through such fields as osteology, anatomy, anthropometry, and archeology.

MAJOR DUTIES AND RESPONSIBILITIES

Organizes and implements search and recovery grid system for human remains using recognized archeological methods.

Determines whether remains are human, including number, sex, age, population affinity, and stature of remains.

Assesses unique features, pathological condition, and medical interventions that may be used for positive identification.

Conducts radiographic comparisons, analyzes trauma to remains, and reconstructs sequence of events after death.

Correlates investigative evidence with laboratory findings to establish identity.

The incumbent works with the following types of remains: complete and partial skeletal remains; mummified, burned, cremated, or fragmented fleshed remains; and mutilated, dismembered, or decomposed remains.

Must have knowledge of professional anthropological laboratory examination procedures and techniques in a mass casualty environment.

Must be affiliated with a recognized university anthropology department, state or Federal institution of forensic medicine, or related affiliation.

Performs other duties as assigned.

Must possess a valid and unrestricted license/certification to practice in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

The incumbent works under the administrative supervision of the Identification Officer. Works independently and provides scientific analysis which is acceptable as authoritative.

SUPERVISION AND GUIDANCE RECEIVED

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Forensic Anthropology Specialist** (NDMS organizational title)
Forensic Anthropologist (OPM official title)

Series: **0190**

Grade: **13**

BASIC REQUIREMENTS

Must have a bachelor's degree in Anthropology.

OR

A combination of education and experience – courses equivalent to a major, or a combination of courses totaling at least 24 semester hours in forensic anthropology, or related course work, plus appropriate experience or additional education.

OR

Four years of appropriate experience in forensic anthropology.

ADDITIONAL REQUIREMENTS

One year of specialized experience directly related to the NDMS Response Team position equivalent to at least the GS-12 level in the Federal service.

DESIRABLE QUALIFICATIONS

Orientation in Disaster Mortuary Operational Response Team services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

FUNERAL DIRECTOR, GS-0050-12

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

MORTUARY OFFICER, GS-0050-12

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Mortuary Officer of the disaster response team/ specialty/ or other and is responsible for the recovery, procession, preparation, storage, and disposition of the remains of deceased disaster victims.

MAJOR DUTIES AND RESPONSIBILITIES

Plans and develops field procedures for providing mortuary services for victims who expire as a result of the disaster or who expire during evacuation from the site to the patient reception area or servicing medical facility.

Plans for and arranges necessary services and supplies with local and state mortuary centers to accommodate disaster victims and their families, including negotiations for services in cities closest to the disaster site. Assists in the notification of death of victims and arranges for transportation of the remains from place of death to designated place authorized by the immediate family.

Independently, or as a member of a team, exercises the application of specialized techniques and processes of pre-embalming, embalming and post-embalming. Practices necessary reconstructive art such as measures required to render remains to a normal life-like appearance that have suffered destruction as a direct or indirect result of the disaster.

Provides technical direction to other mortuary and support personnel during evac-

uation procedures involving recovery, identification, and disposition of deceased victims.

Supervises mortuary assistants and recommends performance evaluations for assigned personnel.

trainer or trainee by the Emergency Management Institute either in the Train the Trainer course or the field syllabus.

Performs other duties as assigned.

OTHER SIGNIFICANT FACTS

Must possess a current license or registration as a professional Funeral Director and Embalmer in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States as required by the State in which the applicant practices.

Desirable qualifications include training and/or certification as a mass fatality

SUPERVISION AND GUIDANCE RECEIVED

The incumbent performs under general supervision of the Medical Operations Chief. Within established objectives, plans mortuary methods, practices and procedures with members of the team and attending physicians. Discusses plans of service with the supervisor and solves all but the most acute problems on own initiatives. Work is evaluated on the basis of demonstrated professional ability, skill and judgment in caring for the deceased.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Mortuary Officer** (NDMS organizational title)
Funeral Director (OPM official title)

Series: **0050**

Grade: **12**

BASIC REQUIREMENTS

A minimum of one year specialized experience equivalent to at least the GS-11 level in the Federal service. Experience must have been as an embalmer, funeral director, or mortuary officer that included restorative art and cosmetology. It must have required knowledge of the laws governing mortuary activities, including transportation of remains. The experience must have also demonstrated the ability to establish effective working relationships with individuals, groups, and the public.

Qualification Standards continue, next page . . .

Qualification Standards, continued

This position requires the applicant to have a thorough knowledge of all phases of a large mortuary program.

LICENSURE REQUIREMENTS

Applicant must be licensed to practice embalming and funeral directing by a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States as required by the State in which the applicant practices.

DESIRABLE QUALIFICATIONS

- Orientation in Disaster Mortuary Operational Response Team services.
- Training in field casualty operations.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

FUNERAL DIRECTOR, GS-0050-15

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

NATIONAL LEADER, GS-0050-15

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as National Leader responsible for managing and directing all aspects of an NDMS disaster response mission, both operational and managerial, from the time of activation through the return to the home jurisdiction including all resources (personnel and equipment) and the

development and completion of all operational objectives as assigned by the Management Support Team (MST), as well as, proper reporting, record keeping, and after-action requirements.

MAJOR DUTIES AND RESPONSIBILITIES

Directs the overall functions and management of the mortuary program including the recovery, identification, processing, preparation, and disposition of the remains of disaster victims at the disaster site.

Provides mortuary and forensic expertise and direction of the work of several response teams consisting of pathologists, forensic dentists, morticians, forensic anthropologists, medical examiners, mental health specialists, technical and support personnel, and overall administration activities of the team, including supervision of the Chief of Logistics, Operations, Administrative/Planning, Safety, and Family Assistance services. The team members grades range from GS-3 through GS-14.

Represents HHS in dealing with sponsoring hospitals and Federal and/or regional coordinating center and/or HHS Medical Response Coordinator. Establishes liaison with State departments of public health,

National Transportation Safety Board, and the National Funeral Directors Association. Exercises a high degree of independence and professional leadership in coordinating activities of the team and guiding disaster response providers in solving difficult problems during disaster service.

Provides the full range of mortuary services to victims of disasters, including disposition procedures of victims to local mortuary facilities. Ensures mortuary evacuation plans and procedures are properly understood and carried out by team members.

Interacts with the MST Leader for coordination of team activities and support of FRP requirements. Receives briefings from the MST and ensures that team members are kept informed of mission objectives and status changes. Supervises the completion of all required reports and maintenance of records.

Ensures team orientation and supports individual and team training programs in the field of disaster mortuary services including environmental sanitation, personal hygiene, stress management, and deployment to ensure effective and efficient field operations. Conducts annual performance evaluations of team leaders. Selects qualified applicants for team leader positions.

Participates in formal debriefing sessions following disaster service. Develops after-action reports including critical evalua-

tion of field operations, team performance, operating policies, and mortuary techniques.

Keeps abreast of the latest developments in the field of mortuary care management and science and recommends or implements necessary changes.

Directs the accountability, maintenance and minor repair and replacement of all NDMS issued supplies and equipment.

The incumbent must possess a permanent, current, full and unrestricted license as a professional Funeral Director and Embalmer in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Also, the incumbent must possess National Board Certification as a Funeral Director.

Experience in the practice of emergency or disaster service is highly desirable as well as supervisory experience.

Performs other duties as assigned.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent of this position reports to the MST Leader, who provides broad administrative supervision and direction. The incumbent's decisions are accepted as authoritative mortuary care service.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **National Leader** (NDMS organizational title)
Funeral Director (OPM official title)

Series: **0050**

Grade: **15**

BASIC REQUIREMENTS

A minimum of one year specialized experience equivalent to at least the GS-14 level in the Federal service. Experience must have been as an embalmer, funeral director, or mortuary officer that included restorative art and cosmetology. It must have required knowledge of the laws governing mortuary activities, including transportation of remains. The experience must have also demonstrated the ability to establish effective working relationships with individuals, groups, and the public.

This position requires the applicant to have a thorough knowledge of all phases of a large mortuary program. Supervisory experience is required.

LICENSURE REQUIREMENTS

Applicant must be licensed to practice embalming and funeral directing by a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States as required by the State in which the applicant practices.

DESIRABLE QUALIFICATIONS

Orientation in Disaster Mortuary Operational Response Team services.
Training in field casualty operations.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

**HAZARDOUS MATERIALS SPECIALIST,
GS-0301-09**

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

**HAZARDOUS MATERIALS SPECIALIST,
GS-0301-09**

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Hazardous Materials Specialist of the disaster response team/ specialty, or other and is responsible for the care, stabiliza-

tion and evacuation of victims of biological, chemical or radiological disasters.

MAJOR DUTIES AND RESPONSIBILITIES

Identifies biological, chemical and radiological decontamination incidents through sampling techniques and control measures. Utilizes resource manuals and computer databases for identifying chemicals, their specific dangers, and proper treatment of exposed victims.

Provides emergency care and patient stabilization to biologically, chemically or radiologically exposed victims. Conducts triage of exposed victims based on degree of exposure, degree of injury, and need for critical interventions. Assists the medical officer in health surveillance of exposed persons.

Runs the decontamination process at the disaster site. This includes identifying the victims, real time of incident, the scope of the incident, the containment status of the agent(s) and product runoff, and scope of the injuries.

Participates in victim evacuation procedures including the release or transport to an appropriate medical facility for full decontamination and treatment, or to a satellite decontamination center for the non-injured.

Maintains specified decon equipment, protective clothing, special instruments and controls in deployable working condition.

Performs other duties as assigned.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION:

Level 1-7 (1250 Points)

Knowledge of OEP, FEMA, FRP, team protocols and use of specialized equipment.

Knowledge of resource materials to sample and identify HAZMAT agents.

Skill in identifying a wide range of biological, chemical and radiological agents and the ability to implement the decontamination process.

Skill in providing medical care and assistance to contaminated victims.

FACTOR 2: SUPERVISORY CONTROLS:

Level 2-2 (125 points)

The Team Leader provides instructions on what can be expected at the disaster, what is to be done, and the limitations. The incumbent carries out his/her assignments independently. The supervisor

reviews work in terms of the proper methods and techniques used.

FACTOR 3: GUIDELINES:

Level 3-3 (275 points)

Guidelines include OEP, FEMA, and FRP and policies, occupational standards, manuals, etc. The guides are not always applicable to the environmental situation and adaptations are necessary.

FACTOR 4: COMPLEXITY:

Level 4-3 (150 points)

Assignments involve various interrelated tasks applicable to the identification and control of hazards, such as determining and evaluating exposures, toxic agents at play, and the scope of the hazardous materials. The incumbent determine the techniques to employ and control measures necessary.

FACTOR 5: SCOPE AND EFFECT

Level 5-3 (150 points)

The purpose of work is to employ specialized techniques to minimize and control exposures and decontaminate victims involved in the disaster.

FACTOR 6: PERSONAL CONTACTS

Level 6-2 (25 points)

Contacts are with team members, medical personnel, and supporting technicians from the Agency, as well as workers from the private sector during disaster service.

FACTOR 7:**PURPOSE OF CONTACTS:****Level 7-b (50 points)**

The purpose of contacts is to exchange information, plan and coordinate work efforts with co-workers, and to prevent potential health hazards associated with work operations. Work efforts are focused on mutual goals and cooperation.

FACTOR 8:**PHYSICAL DEMANDS:****Level 8-2 (20 points)**

The work includes frequent inspections and monitoring requiring the incumbent

to carry heavy equipment, and involves considerable walking, standing, bending, and climbing.

FACTOR 9:**WORK ENVIRONMENT:****Level 9-2 (20 points)**

There is regular exposure to hazards and discomforts, including a wide range of toxic chemicals, physical stresses, and safety hazards. The incumbent must use protective equipment and clothing.

TOTAL POINTS: 2065 POINTS**GRADE CONVERSION: GS-0698-09****QUALIFICATION STANDARDS****JOB CATEGORY**

Title: **Hazardous Materials Specialist**

Series: **0301**

Grade: **09**

MINIMUM REQUIREMENTS

One year of specialized experience directly related to the NDMS Response Team position equivalent to at least the GS-07 level in the Federal service.

DESIRABLE QUALIFICATIONS

- Training in environmental health hazards (e.g., techniques, methods, and skills).
- Incident command training and/or experience.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

**HAZARDOUS MATERIALS TECHNICIAN,
GS-0698-07**

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

**HAZARDOUS MATERIALS TECHNICIAN,
GS-0698-07**

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Hazardous Materials Technician of the disaster response team/ specialty, or other and is responsible for performing routine and standardized techniques for

setting up, operating, maintaining, demobilizing, and resupplying a decontamination station.

MAJOR DUTIES AND RESPONSIBILITIES

Participates in the identification of biological, chemical and radiological decontamination incidents through sampling techniques and control measures. Utilizes resource manuals and computer databases for identifying chemicals, their specific dangers, and proper treatment of exposed victims.

Provides emergency care and patient stabilization to biologically, chemically or radiologically exposed victims. Conducts triage of exposed victims based on degree of exposure, degree of injury, and need for critical interventions. Assists the medical officer in health surveillance of exposed persons.

Assists in the decontamination process at the disaster site. This includes identifying the victims, real time of incident, the scope of the incident, the containment status of the agent(s) and product runoff, and scope of the injuries.

Participates in victim evacuation procedures including the release or transport to an appropriate medical facility for full decontamination and treatment, or to a satellite decontamination center for the non-injured.

Maintains specified decon equipment, protective clothing, special instruments and controls in deployable working condition.

Performs other duties as assigned.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-6 950 Points

- Knowledge of the OEP, FEMA, FRP and team protocols.
- Knowledge of resource materials to sample and identify HAZMAT agents.
- Skill to identify a wide range of biological, chemical and radiological agents.
- Skill in providing medical care and assistance to contaminated victims.

FACTOR 2: SUPERVISORY CONTROLS

Level 2-2 125 Points

The Team Leader or higher grade employee provides instructions on what can be expected at the disaster, what is to be done, and the limitations. The incumbent carries out his/her routine assignments independently but refers unfamiliar situations to the supervisor for assistance. The supervisor reviews work in

terms of the proper methods and techniques used.

FACTOR 3: GUIDELINES

Level 3-2 125 Points

Guidelines include OEP, FEMA, and FRP and policies, occupational standards, manuals, etc. The guides are not always applicable to the environmental situation and adaptations are necessary.

FACTOR 4: COMPLEXITY

Level 4-2 75 Points

Assignments involve various interrelated tasks applicable to the identification and exchange of information. The incumbent must plan and coordinate work efforts to control hazards, such as determining and evaluating exposures, toxic agents at play, and the scope of the hazardous materials. The incumbents determine routine techniques to employ and the control measures necessary.

FACTOR 5: SCOPE AND EFFECT

Level 5-2 75 Points

The purpose of work is to employ routine techniques to minimize and control exposures and evacuate victims involved in the disaster.

FACTOR 6: PERSONAL CONTACTS

Level 6-2 25 Points

Contacts are with Team members, medical personnel, and supporting technicians from the Agency, as well as workers from the private sector during disaster service.

**FACTOR 7:
PURPOSE OF CONTACTS**

Level 7-b 50 Points

The purpose of contacts is to exchange information, plan and coordinate work efforts with co-workers, and to prevent potential health hazards associated with work operations. Work efforts are focused on mutual goals and cooperation.

**FACTOR 8:
PHYSICAL DEMANDS**

Level 8-2 20 Points

The work includes frequent inspections and monitoring requiring the incumbent

to carry heavy equipment, and involves considerable walking, standing, bending, and climbing.

**FACTOR 9:
WORK ENVIRONMENT**

Level 9-2 20 Points

There is regular exposure to hazards and discomforts, including a wide range of toxic chemicals, physical stresses, and safety hazards. The incumbent must use protective equipment and clothing.

TOTAL POINTS: 1465

GRADE CONVERSION: GS-7

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Hazardous Materials Technician**

Series: **0698**

Grade: **07**

MINIMUM REQUIREMENTS

One year of specialized experience directly related to the NDMS Response Team position equivalent to at least the GS-06 level in the Federal service. Specialized experience is experience that involved identifying, preventing, or eliminating health hazards in one or more areas of environmental sanitation. Such experience must have provided a practical knowledge of environmental health hazards, survey techniques, and control and eradication methods, and may have been gained in work such as biological technician, medical technician, pest control technician, quality control positions with dairy or food service industries, or environmental health worker.

DESIRABLE QUALIFICATIONS

- Training in environmental health hazards (e.g., techniques, methods, and skills).
- Incident command training and/or experience.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

HEALTH TECHNICIAN (BASIC), GS-0640-05

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

HEALTH TECHNICIAN (BASIC), GS-0640-05

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Health Technician (Basic) of the disaster medical response team/ specialty/ or other and is responsible for performing a limited range of health care duties ranging from standard to routine during a disaster or major emergency.

MAJOR DUTIES AND RESPONSIBILITIES

Carries out a limited range of basic life support and first aid procedures for patients, i.e., temperature, pulse and respiratory rate, checks pupillary size and muscular coordination.

Under supervision, performs cardiopulmonary resuscitation, applies splints to broken or suspected broken bones and applies dressings to wounds to stop bleeding and prevent infection. Assists the medical staff in applying casts, repairing wounds, etc.

Secures emergency equipment for use by the medical staff, i.e., oxygen and respirators. Provides for patients care and comfort.

Observes patients for changes in attitudes, behavior, and physical condition. Assesses routine physical condition of patients and reports changes to his/her supervisor. Records patient's conditions.

Obtains litters or assists in the physical transporting and evacuation of patients. Loads and unloads patients from ambulances, aircraft and other conveyances.

Collects specimens for clinical laboratory analyses.

current Basic Cardiac Life Support (BCLS) certification.

Performs other duties as assigned.

OTHER SIGNIFICANT FACTS

Must possess a current certification/registration with the National Registry of Emergency Medical Technicians and/or local government certification authority as an Emergency Medical Technician (Basic) in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. In addition, the incumbent must possess

SUPERVISION AND GUIDANCE RECEIVED

The incumbent performs assigned duties under close supervision of the Health Technician Officer. The incumbent performs his assignment with a limit degree of independence and judgment. He/she exercises this judgment in recognizing technical problems that are referred to the supervisor, nursing staff or medical officers. The supervisor checks the work during progress for compliance with medical objectives.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Health Technician** (Basic)
Series: **0640**
Grade: **05**

MINIMUM REQUIREMENTS

One year of specialized experience directly related to the NDMS Response Team position equivalent to at least the next lower grade in the Federal service.

LICENSURE/CERTIFICATION REQUIREMENTS

The incumbent of this position must possess current certification as an EMT Basic in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. In addition, the incumbent must possess current Basic Cardiac Life Support (BCLS) certification.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical assistance services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

HEALTH TECHNICIAN (AMBULATORY-INTERMEDIATE), GS-0640-06

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

HEALTH TECHNICIAN (AMBULATORY-INTERMEDIATE), GS-0640-06

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Health Technician (Ambulatory-Intermediate) of the disaster medical response team/ specialty/ or other and is responsi-

ble for performing a range of health care duties ranging from routine to specialized during a disaster or major emergency.

MAJOR DUTIES AND RESPONSIBILITIES

This multi-purpose position description may be used for either an EMT-A or EMT-I.

Health Technician/EMT-A

Carries out the full range of basic life support and first aid procedures for patients, i.e., temperature, pulse and respiratory rate, checks pupillary size and muscular coordination.

Performs cardiopulmonary resuscitation, applies splints to broken or suspected broken bones and applies dressings to wounds to stop bleeding and prevent infection. Assists the medical staff in applying casts, repairing wounds, etc.

Secures emergency equipment for use by the medical staff, i.e., oxygen and respirators. Provides for patients care and comfort.

Observes patients for changes in attitudes, behavior, and physical condition. Assesses physical condition of patients and reports changes to his/her supervisor. Records patient's conditions.

Obtains litters and leads or assists in the physical transporting and evacuation of patients. Loads and unloads patients from ambulances, aircraft and other conveyances.

Health Technician/ EMT-I

Carries out the full range of basic life support functions for patients, i.e., cardiopulmonary arrest, checks vital signs (e.g. pulse, blood pressure, shock), observes patients for signs of bleeding and takes immediate steps to slow or stop bleeding. Ensures maximum patient comfort.

Applies dressings to wounds to stop bleeding and prevent infection. Assists the medical staff by repairing all wounds not requiring the services of a physician. Assists medical staff in applying casts to broken bones.

Collects specimens for clinical laboratory analyses.

Carries out a wide variety of clinical observations. Prepares detailed notes describing the patient's behavioral patterns and reports findings to nursing staff or medical officer as soon as possible.

Obtains litters and leads or assists in the physical transporting and evacuation of

patients. Loads and unloads patients from ambulances, aircraft and other conveyances.

Performs other duties as assigned.

OTHER SIGNIFICANT FACTS

Must possess a current certification/registration with the National Registry of Emergency Medical Technicians and/or local government certification authority as an Emergency Medical Technician (Intermediate-Ambulatory) in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. In addition, the incumbent must possess current Basic Cardiac Life Support (BCLS) certification.

Training in disaster medical services is desirable.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent performs assigned duties under general supervision of the Health Technician Officer. The incumbent performs his/her assignment with a high degree of independence and experienced judgment. He/she exercises this judgment in recognizing technical problems that are referred to the supervisor, nursing staff or medical officers. The supervisor spot-checks the work during progress for compliance with medical objectives.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Health Technician** (Ambulatory-Intermediate)

Series: **0640**

Grade: **06**

MINIMUM REQUIREMENTS

One year of specialized experience directly related to the NDMS Response Team position equivalent to at least the next lower grade in the Federal service.

LICENSURE/CERTIFICATION REQUIREMENTS

The incumbent of this position must possess current certification as an EMT Intermediate in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. In addition, the incumbent must possess current Basic Cardiac Life Support (BCLS) certification.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical assistance services.

POSITION DESCRIPTION**OFFICIAL TITLE, SERIES, AND GRADE:****HEALTH TECHNICIAN (PARAMEDIC),
GS-0640-07****NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:****HEALTH TECHNICIAN (PARAMEDIC),
GS-0640-07****INTRODUCTION**

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Health Technician (Paramedic) of the disaster medical response team/ specialty/ or other and is responsible for perform-

ing a variety of difficult, highly specialized and diversified health care activities during a disaster or major emergency.

MAJOR DUTIES AND RESPONSIBILITIES

Carries out the full range of life support functions for critically ill patients injured during a disaster or major emergency, i.e., cardiopulmonary arrest, treatment for severe bleeding, shock, etc.

Performs complete patient assessments, reassessments and resuscitation procedures, including intravenous fluids, endotracheal intubation, chest decompression, medication, spine/extremity immobilization, and other specialized life support procedures.

Observes conditions of patients during treatment and, based on judgment and experience, adjusts techniques or procedures as necessary to produce a positive response. Discontinues procedures when necessary.

Applies splints and dressings as required. Performs first aid procedures to relieve

patient's pain and suffering to increase maximum care and comfort. Leads litter teams in transporting patients to evacuation vehicles, including loading and unloading patients from ambulances, aircraft, and other conveyances.

Prepares detailed records of patient's physical condition and a complete medical report for the attending medical officer, including patient's emotional condition.

Performs other duties as assigned.

OTHER SIGNIFICANT FACTS

Must possess a current certification/registration with the National Registry of Emergency Medical Technicians and/or local government certification authority as an Emergency Medical Technician-

Paramedic in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. In addition, the incumbent must possess current Basic Cardiac Life Support (BCLS) certification.

Advance Cardiac Life Support certification and training in disaster medical services is desirable.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent, under general supervision of the Health Technician Officer, makes medical assessments and administers medical treatment to victims who have been critically injured or become ill due to a disaster or major emergency. Additionally, the incumbent performs other functions as designated by the supervisor.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Health Technician** (Paramedic)
Series: **0640**
Grade: **07**

MINIMUM REQUIREMENTS

One year of specialized experience directly related to the NDMS Response Team position equivalent to at least the next lower grade in the Federal service.

LICENSURE/CERTIFICATION REQUIREMENTS

The incumbent of this position must possess current certification as an EMT Paramedic in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. In addition, the incumbent must possess current Basic Cardiac Life Support (BCLS) certification.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical assistance services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

LEAD HEALTH TECHNICIAN (GENERAL), GS-0640-09

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

HEALTH TECHNICIAN OFFICER, GS-0640-09

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Lead Health Technician of the disaster medical response team/specialty/ or other and is responsible for providing leadership in the performance of difficult,

highly specialized, and diversified health care procedures during a disaster or major emergency.

MAJOR DUTIES AND RESPONSIBILITIES

Leads other health technicians in carrying out the full range of life support functions for patients whose conditions range from critical to non-ambulatory.

Diagnoses traumatic and non-traumatic injuries, providing treatment when symptoms are clear. Recognizes symptoms that require referrals and makes such recommendations to the medical staff.

The incumbent must have training and knowledge of medical procedures as necessary, to include: resuscitation; the processes of inserting intravenous lines, endotracheal tubes, esophageal airways and chest tubes; and treats shock patients with volume expanders as needed.

Diagnoses musculoskeletal and neurologic injuries by physical examination. Stabilizes musculoskeletal injuries in those cases where normal treatment procedures can be applied. Identifies inter-

nal and external hemorrhage; arrests external hemorrhage by pressure and by ligation of superficial vessels.

Works collaboratively with medical personnel in the identification and management of disaster patients in accordance with established protocols.

Leads, trains, and assigns work activities of EMTs ensuring proper procedures are followed when using equipment; appropriate medical supplies are available; proper standards and instructions are adhered to during disaster service. Recommends performance evaluations of EMTs.

Performs other duties as assigned.

OTHER SIGNIFICANT FACTS

The incumbent of this position must possess current certification as an EMT in a

State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. In addition, the incumbent must possess current Basic Cardiac Life Support (BCLS) certification.

Training in disaster medical services is desirable.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent receives assignments from the Team Leader in charge of the disaster response team. Incumbent makes initial assignments to EMTs based on the disaster plan and carries the objectives of that plan through to completion. Work is accomplished through discussions with the Team Leader and achievement of disaster response objectives.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Health Technician Officer** (NDMS organizational title)
Lead Health Technician (OPM official title)

Series: **0640**

Grade: **09**

MINIMUM REQUIREMENTS

One year of specialized experience directly related to the NDMS Response Team position equivalent to at least the GS-08 in the Federal service. Experience demonstrating leadership ability is required.

LICENSURE/CERTIFICATION REQUIREMENTS

The incumbent of this position must possess current certification as an EMT Basic, Intermediate, or Paramedic, as appropriate, in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. In addition, the incumbent must possess current Basic Cardiac Life Support (BCLS) certification.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical assistance services.

POSITION DESCRIPTION**OFFICIAL TITLE, SERIES, AND GRADE:****INTERPRETER, GS-1047-09****NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:****INTERPRETER, GS-1047-09****INTRODUCTION**

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as an Interpreter and is responsible for performing interpreting functions for patients on entry to medical care and/or services during disasters or major emergencies.

MAJOR DUTIES AND RESPONSIBILITIES

Participates with the interdisciplinary team (e.g., medical officer, nurses, EMT's and nursing assistants) in interpreting policies and developing the disaster care program for patients and family members.

Work collaboratively with disaster response teams in the identification and management of patients. In accordance with established protocols, performs interpreting functions for patients on entry to medical care and/or services.

Serves as an interpreter for patients during examination and treatment for all types of illnesses, wounds and diagnostic tests.

Interviews, interprets, and ensures complete and current clinical records.

Performs other related duties in the efficient and safe care and evacuation of patients during disaster operations.

Must possess experience in disaster and/or medical care operations.

Must be trained in basic life support services.

Performs other duties as assigned.

**SUPERVISION RECEIVED
AND EXERCISED**

The incumbent performs under general supervision of the Team Leader. Within established objectives, works with new and revised methods, practices and pro-

cedures with members of the disaster response team and attending physicians. Work is evaluated on the basis of demonstrated professional ability, skill and judgment in caring for patients and their families.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Interpreter**
Series: **1040**
Grade: **09**

MINIMUM QUALIFICATIONS

Must have one year of specialized experience equivalent to at least the GS-07 level in the Federal service. Specialized experience is experience in translating, interpreting, or other work requiring the use of English and the other language; or a combination of work (that required English and the other language) and training at the Defense Language Institute, Foreign Service Institute, or comparable training.

DESIRABLE QUALIFICATIONS

Orientation in disaster and/or medical care operations.

POSITION DESCRIPTION**OFFICIAL TITLE, SERIES, AND GRADE:****MEDICAL TECHNICIAN, GS-0645-05****NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:****LABORATORY TECHNICIAN, GS-0645-05****INTRODUCTION**

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Medical Technician/Laboratory Technician provides technical laboratory duties, under the direction of the medical officers and nurses. The incumbent reports directly to the Medical Officer.

MAJOR DUTIES AND RESPONSIBILITIES

As requested by the medical staff, the incumbent draws blood samples in accordance with established procedures and prepares them for laboratory tests. Ensures the integrity of all lab samples during transport to the reference laboratory. The incumbent will perform tests that require difficult and complex techniques even though the procedures used are covered by laboratory manuals and written instructions commonly accepted and understood by technicians in the field.

The incumbent has initial responsibility for taking the type blood requested and performing the necessary minor and major cross-matching tests for verification by the medical officers. The tests require fine and precise measurements or delicate equipment control adjustments or both. There is often a need for a number of additional tests because of the results of early phases or stages of the test.

Makes blood factor determinations etc., e.g., hemoglobin determination and specific blood group. Records results and labels specimens accordingly. When atypical information is obtained consults immediately with the medical officers regarding further actions. Provides tech-

nical advice to the medical staff concerning the laboratory tests and results.

Maintains a log of all laboratory work initiated and documents all events related to the individual tests and will include these in the report submitted to the medical officers. Maintains accurate records of all laboratory tests completed.

Performs other related duties as assigned to assist in the efficient operation of the NDMS.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent serves under the general supervision of the Medical Officer. The incumbent uses laboratory manuals or follows instructions, which give detailed information on procedures, reagents, instruments, equipment, normal values, precautions, etc. He/she performs his/her assignment with a high degree of experi-

enced judgment. The incumbent exercises this judgment in recognizing technical irregularities, atypical findings and other comparable problems. He/she secures confirmation or guidance from the supervisor. The supervisor spot checks the work occasionally during progress, uses quality control techniques, samples test findings, and may introduce "unknown" specimens into the workload. (Unknown specimens are those which have been previously tested and for which the results are known and agreed upon; they are used by the supervisor to validate the accuracy of the technician's findings.)

OTHER SIGNIFICANT FACTS

The incumbent must possess, if required, certification or registration as a medical/laboratory technician in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Laboratory Technician** (NDMS organizational title)
Medical Technician (OPM Official Title)

Series: **645**

Grade: **05**

MINIMUM QUALIFICATIONS

One year of specialized experience directly related to the NDMS Response Team position equivalent to at least the next lower grade level in the Federal service.

CERTIFICATION/REGISTRATION REQUIREMENT

The incumbent must possess, if required in the state where the member is employed, certification or registration as a medical/laboratory technician in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical and technician services.

Medical Technologist certification by the American Society of Clinical Pathologists and/or certification or registration as a Medical Technologist in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

MEDICAL TECHNICIAN, GS-0645-07

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

**LABORATORY TECHNICIAN UNIT LEADER,
GS-0645-07**

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Medical Technician/Laboratory Technician Unit Leader provides technical laboratory duties, under the direction of the medical officers and nurses. The incumbent reports directly to the Ancillary Services Division Supervisor.

MAJOR DUTIES AND RESPONSIBILITIES

Draws blood samples in accordance with established procedure and prepares them for laboratory tests.

Performs tests that require difficult and complex techniques.

Performs tests that require fine and precise measurements or delicate equipment control adjustments or both because of the results of early phases or stages of the test.

Makes blood factor determinations, etc., e.g., hemoglobing determinations and specific blood group and records results and labels them specimens.

Independently performs major cross-typing tests for verification by medical personnel.

Ensures the integrity of all lab samples during transport to the reference laboratory.

Consults with the Ancillary Services Division Supervisor when abnormal results detected.

Provides technical assistance to medical personnel concerning laboratory tests and results.

Maintains accurate logs and records of laboratory tests completed.

Works with technical experts, local officials, and other organizations when carrying out duties and responsibilities in a disaster or major emergency.

Performs quality control checks on laboratory equipment and kits.

Performs other related duties as assigned to assist in the efficient operation at the disaster or emergency site.

Incumbent may be the sole authority on a specific shift or tour of duty at the disaster or emergency site. Complex assignments performed in the field are performed with nearly complete technical independence. While performing tests in the field, laboratory manuals and guidelines are either not always available or are not applicable to the laboratory tests and/or examinations conducted.

SUPERVISION AND GUIDANCE RECEIVED

Receives a minimum of technical supervision and assistance from the Ancillary Services Division Supervisor. Work is evaluated in terms of over-all results.

OTHER SIGNIFICANT FACTS

The incumbent must possess Medical Laboratory Technician certification by the American Society of Clinical Pathologists and/or certification or registration as a laboratory technician in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Laboratory Technician Unit Leader**, (NDMS organizational title)
Medical Technician (OPM Official Title)

Series: **645**

Grade: **07**

MINIMUM QUALIFICATIONS

One year of specialized experience directly related to the NDMS Response Team position equivalent to at least the next lower grade level in the Federal service.

Qualification Standards continue, next page . . .

Qualification Standards, continued

CERTIFICATION/REGISTRATION REQUIREMENT

The incumbent must possess, if required in the state where the member is employed, certification or registration as a medical/laboratory technician in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical and technician services.

Medical Technologist certification by the American Society of Clinical Pathologists and/or certification or registration as a Medical Technologist in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

MEDICAL TECHNICIAN, GS-0645-08

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

**LABORATORY TECHNICIAN UNIT LEADER,
GS-0645-08**

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Medical Technician/Laboratory Technician Unit Leader provides technical laboratory duties, under the direction of the medical officers and nurses. The incumbent reports directly to the Ancillary Services Division Supervisor.

MAJOR DUTIES AND RESPONSIBILITIES

Administrative Responsibilities

When activated, the incumbent reviews the personal equipment checklist and assesses personal gear readiness for the specific disaster area climate. Reviews disaster-related information as it becomes available by monitoring mission-related information from local sources such as internet, radio, and television.

Participates in the Team briefings and meetings and ensures use of all safety practices and procedures. Ensures proper equipment needs are met and equipment is operational at the operational site and prior to each work period. Supervises assigned personnel and ensures systematic processing of specimens. Briefs shift replacement fully on all ongoing operations when relieved at operational period rotations.

Technical Duties and Responsibilities

Draws blood samples in accordance with established procedure and prepares them for laboratory tests.

Performs tests that require difficult and complex techniques.

Performs tests that require fine and precise measurements or delicate equipment control adjustments or both because of the results of early phases or stages of the test.

Makes blood factor determinations, etc., e.g., hemoglobing determinations and specific blood group and records results and labels them specimens.

Independently performs major cross-typing tests for verification by medical personnel.

Ensures the integrity of all lab samples during transport to the reference laboratory.

Consults with the Ancillary Services Division Supervisor when abnormal results detected.

Provides technical assistance to medical personnel concerning laboratory tests and results.

Maintains accurate logs and records of laboratory tests completed.

Works with technical experts, local officials, and other organizations when carrying out duties and responsibilities in a disaster or major emergency.

As necessary, incumbent manages assigned subordinates at the disaster or emergency site.

Performs and reviews quality control checks on laboratory equipment and kits.

Performs other related duties as assigned to assist in the efficient operation at the disaster or emergency site.

SUPERVISION AND GUIDANCE RECEIVED

Receives a minimum of technical supervision and assistance from the Ancillary Services Division Supervisor. Work is evaluated in terms of over-all results. Incumbent may be the sole authority on a specific shift or tour of duty at the disaster or emergency site. Complex assignments performed in the field are performed with nearly complete technical independence. While performing tests in the field, laboratory manuals and guidelines are either not always available or are not applicable to the laboratory tests and/or examinations conducted.

OTHER SIGNIFICANT FACTS

The incumbent must possess Medical Technologist certification by the American Society of Clinical Pathologists and/or certification or registration as a Medical Technologist in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Laboratory Technician Unit Leader** (NDMS organizational title)
Medical Technician (OPM Official Title)

Series: **645**

Grade: **08**

MINIMUM QUALIFICATIONS

One year of specialized experience directly related to the NDMS Response Team position equivalent to at least the next lower grade level in the Federal service.

CERTIFICATION/REGISTRATION REQUIREMENT

The incumbent must possess, if required in the state where the member is employed, certification or registration as a medical/laboratory technician in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Orientation in disaster medical and technician services.
- Medical Technologist certification by the American Society of Clinical Pathologists and/or certification or registration as a Medical Technologist in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

LOGISTICS COORDINATOR (SECURITY/COMMUNICATIONS/SANITATION), GS-0303-07

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

LOGISTICS COORDINATOR (SECURITY/COMMUNICATIONS/SANITATION), GS-0303-07

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent performs technical assignments in coordinating logistical

activities as a member of the NDMS Response Team functioning at the site of a particular disaster or major emergency.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent has continuing responsibility for managing and coordinating the logistics aspects of the NDMS response team operation. The incumbent will perform staff support work involving communications, transportation, security and safety, and environmental sanitation activities.

The incumbent participates in the development of plans for communications services, transportation, security and safety, and environmental sanitation activities. Develops, maintains and improves procedures for obtaining such services. Will resolve problems that may arise in any of the respective areas.

The incumbent serves as the initial point of contact for coordinating logistic services. Advises the medical officer on the technical aspects of communications,

transportation, security and safety, and monitors environmental sanitation activities. Collects and provides timely information regarding the status of readiness of each of the aforementioned services. Schedules maintenance of communications and security and safety by the NDMS response team. Studies methods of processing communications. Reviews the application of communications management procedures and reports on ineffective operations. Assures that environmental sanitation activities are satisfactory and that environmental sanitation standards are maintained.

Coordinates transportation schedules to assure that a sufficient number of vehicles are available for immediate service.

The incumbent maintains collection of data for any reports that may be requested regarding logistics services. Keeps the medical officer informed of events affecting logistics services. Makes recommendations to the medical officer regarding improvement in communications, security and safety, transportation and other services.

Performs other related duties as assigned to assist in the efficient operation of the NDMS response team.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Logistics Coordinator** (Security/Communications/Sanitation)

Series: **0303**

Grade: **07**

MINIMUM QUALIFICATIONS

One year of specialized experience directly related to the NDMS Response Team position, equivalent to at least the GS-06 level in the Federal service.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

MEDICAL INVESTIGATOR, GS-0301-12

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

MEDICAL INVESTIGATOR, GS-0301-12

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

This position was established to support the organization and development of the Disaster Mortuary Operational Response Teams (DMORTs), which are the basic element that provides identification of disaster victims, determines the cause of death, and coordinates the disposition of the deceased.

MAJOR DUTIES AND RESPONSIBILITIES

1. Performs a variety of tasks in order to determine the legal identity and the manner and cause of death of disaster victims.
2. Identifies and preserves items and potential legal evidence at a disaster scene that may aid in victim identification or determination of the cause of death.
3. Documents the location of victims in relationship to their surroundings using measuring devices, cameras, and diagrams.
4. Canvasses the disaster scene to identify the personnel that first observed and had contact with the deceased. Interviews witnesses to attain information pertinent to the time, the matter, and cause of death.
5. Gathers information on the lifestyle of the victim to aid in determining the cause of death, such as the victim's medical history including pre-existing medical conditions, current medication and substance abuse.
6. Collects and packages samples of body fluids and foreign substances for toxicological analysis.
7. Works with personnel at hospitals, clinics, morgues, and the disaster site to ensure that proper steps are taken

to preserve items and evidence that may be required to aid the investigation.

8. Participates in autopsies by providing information and guidance to the pathologist as to what transpired surrounding the victim's death.
9. Compiles all investigative facts along with toxicology studies, weather studies, autopsy reports, scene and interview records for legal documentation.
10. Provides expert testimony and in a court of law regarding observations and actions performed.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of OEP programs, guidelines and responsibilities that pertain to emergency preparedness planning and disaster response programs.

Professional knowledge of medical technology principles and methods applicable to a wide range of duties involved in identifying and determining cause of death of victims and skill in applying these methods and techniques to the varied and complex problems encountered at disaster sites. Assignments require a general knowledge of microbiologic, serologic, biochemical, and drug therapy techniques sufficient for preserving and identifying specimens of body fluids and tissue samples.

Knowledge and understanding of the elements of investigation of the circumstances surrounding the death of a disaster victim.

Knowledge of the proper procedures for collecting and preserving evidence including chain of custody.

Knowledge of the Federal standards pertaining to air and fluid born pathogens and exposure. Knowledge of universal precautions and the use of personal protective equipment.

Familiarity with medical terminology in order to confer with doctors and other health-care personnel is required.

Ability to use digital and film photographic equipment.

Skill in conducting in-depth interview with distraught individuals, and the ability to determine false statements.

Ability to compose legal documents.

FACTOR 2: SUPERVISORY CONTROLS

A medical examiner or senior member of the DMORT provides general supervision. The supervisor assigns work and provides guidance in the form of setting overall objectives or brief instructions which requires the incumbent to exercise a wide degree of independent professional judgement in planning, designing, and executing their duties. The incumbent independently plans and carries out assignments, determines what methods and techniques are required to accomplish assignments, and handles most problems and conflicts that arise coordinating the work with others as necessary, and interprets policy in terms of established objectives. Work is reviewed only from an overall standpoint in terms of easibility, compatibility with other work and effectiveness in meeting requirements and expected results.

**FACTOR 3:
GUIDELINES**

Guidelines consist of Department of Health and Human Services (HHS), Public Health Service (PHS), and Federal Emergency Management Agency (FEMA) policies, instructions, program guidance, and other approved staff papers. Guidelines for investigative techniques are available but are stated in general terms and require the incumbent to use considerable judgement in adopting and implementing them for use on disaster scenes. Precedents are limited, and accordingly, it is necessary for the incumbent to use initiative and resourcefulness in deviating from or extending traditional methods and practices, and stay abreast of changing technology and/or new policies.

**FACTOR 4:
COMPLEXITY**

The incumbent must perform a wide variety of interrelated tasks that require specialized investigative skills in determining the cause of death. Assignments are frequently made more complex due to the sensitivities involved in working around disaster sites, overlapping jurisdictional responsibilities, and political ramifications. Considerable skill in establishing the interrelationship of facts or evidence may be required. Information from the disaster scene and witnesses may be difficult to obtain. Multiple investigations may be conducted concurrently. This includes planning and coordinating a broad range of activities and solving complex problems concerned with unique or controversial aspects of medical or scientific technological and regulatory requirements. The work may involve

developing new techniques or developing improved methods to produce effective results.

**FACTOR 5:
SCOPE AND EFFECT**

The position is a member of a team that collectively provides identification of disaster victims, determines their cause of death, and coordinates their disposition. Assignments typically involve problems that are precedent setting for future disaster situations. As a result of this effort, information to minimize the chance of a reoccurrence of the disaster is obtained, arrests and prosecution of responsible individuals made, compensation is provided to the victim's beneficiaries, and grounds for changes in marital status obtained. The work directly influences the effectiveness and acceptability of methods and systems established for investigative procedures in Federal and State agencies, and non-government organizations.

**FACTOR 6:
PERSONAL CONTACTS**

Routine contacts include DMORT staff, investigators from other jurisdictions, medical personnel, and individuals that might have knowledge surrounding the cause of death. Typical contacts may be inspectors, researchers, attorneys, community leaders, and representatives of other Federal agencies, State and local health departments, professional organizations and the news media.

**FACTOR 7:
PURPOSE OF CONTACTS**

The purpose of the contacts is to plan and coordinate work efforts to obtain

information pertinent to determining the cause of death and providing information to other individuals that rely upon such information in performing their duties and reaching a conclusion regarding the cause of death.

**FACTOR 8:
PHYSICAL DEMANDS**

Under non-emergency conditions the work ranges from sedentary to demanding physical activity. Field work may require lifting and carrying of heavy equipment. Travel up to 50% of work time may be necessary. Work may be subject to tight deadlines and stressful conditions during emergency assignments.

The incumbent may be required to perform any emergency response duties

involved in connection with OEP's varied emergency management responsibilities.

**FACTOR 9:
WORK ENVIRONMENT**

The work setting varies. Work is typically performed at disaster sites, sometimes in adverse weather. The work environment may be situated in a hazardous area in terms of destroyed infrastructure (e.g., food and water, housing, electricity, communications) the presence of endemic diseases, limited health and sanitation facilities, or have been subject to radiological, chemical, or biological warfare agents. In emergency situations, the incumbent may be required to travel on short notice (less than 2 hours), for long periods of time (up to 12 weeks) and work long hours (averaging 12 to 18 hours per day).

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Medical Investigator**

Series: **0301**

Grade: **12**

MINIMUM QUALIFICATIONS

One year of specialized experience directly related to the NDMS Response Team position, equivalent to at least the GS-11 level in the Federal service. Experience may be gained in a coroner's office or medical examiner's office.

DESIRABLE QUALIFICATIONS

Orientation in Disaster Mortuary Operational Response Team services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

MEDICAL OFFICER, GS-602-11

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

MEDICAL OFFICER, GS-602-11

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent, under the Clinical Operations Section Chief, provides direct medical care and makes medical diagnoses and administers medical treatment to people who have been injured or become ill due to a disaster or major emergency.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent, as a basic trainee with the minimum requirements of an M.D. or D.O. degree, completion of an approved internship and a license to practice medicine and surgery, performs the below listed duties and responsibilities:

Serves as triage medical officer in the initial phases of emergency operations.

Carries out medical diagnoses and treatment involving medical care disaster medicine.

Triage patients on entry to medical services and performs direct patient care activities for patients who do not present major complications.

Assesses patients and performs minor surgery, treats simple fractures and wounds and provides a wide range of ambulatory medical interventions. Diagnoses traumatic and non-traumatic injury, providing treatment when symptoms are clear.

Responsible for recognizing symptoms that require referrals and makes such recommendations to the Senior Medical Officer.

Diagnose musculoskeletal and neurologic injuries by physical examination. Stabilizes musculoskeletal injuries in those cases where normal treatment procedures can be applied. Identifies internal and external hemorrhage; arrests external hemorrhage by pressure and by ligation of superficial vessels.

Prescribe and administer drugs for infection control, pain relief, and other conditions if there are no complicating factors such the patients medical history. Refers patient to senior medical officer for further consultation and treatment if complicating factors are evident.

Performs other related duties as assigned to assist in the efficient operation of the NDMS disaster team.

OTHER SIGNIFICANT FACTS

The incumbent must have received a Doctor of Medicine or Doctor of Osteopathy degree from an approved school of medicine. In addition, the

incumbent must possess a permanent (unless covered by an exception for temporary license), current, full and unrestricted license to practice medicine in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Also, the incumbent must possess current Advance Cardiac Life Support certification.

Desirable qualifications include Advance Trauma Life Support and Pediatric Advance Life Support certifications.

SUPERVISION AND GUIDANCE RECEIVED

Serves under the supervision of the Clinical Operations Section Chief or a senior medical officer. Supervision is initially close until the incumbent gains the experience necessary to work independently. Within the limits of his/her assignment, the incumbent’s work is subject to review in terms of overall evaluation of program accomplishments and effectiveness.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Medical Officer**
 Series: **602**
 Grade: **11**

BASIC QUALIFICATIONS

Education

A Doctor of Medicine or Doctor of Osteopathy degree from a school in the United States or Canada approved by a recognized accrediting body in the

Qualification Standards continue, next page . . .

Qualification Standards, continued

year of the applicant's graduation, or a Doctor of Medicine or equivalent from a foreign medical school substantially equivalent to accredited schools in the U.S., as demonstrated by permanent certification.

PLUS

Graduate training: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, must have at least one year of supervised experience in a clinical setting, i.e., internship or first year of residency.

Those meeting basic requirements qualify for GS-11 positions.

LICENSURE REQUIREMENT

A valid and unrestricted license to practice medicine in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Skill in emergency medicine or surgery.
- Skill in general practice medicine.
- Advance Trauma Life Support (ATLS) training and/or certification.
- Experience in practice of emergency/disaster/military medicine.
- Formal training in disaster medical services.

POSITION DESCRIPTION

**OFFICIAL TITLE, SERIES, AND GRADE:
MEDICAL OFFICER, GS-602-12**

**NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:
MEDICAL OFFICER, GS-602-12**

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent, under the Clinical Operations Section Chief, provides direct medical care and makes medical diagnoses and administers medical treatment to people who have been injured or become ill due to a disaster or major emergency.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as triage medical officer in the initial phases of emergency operations. Supervises and carries out the medical diagnoses and treatment involving medical care disaster medicine. Triage patients on entry to medical services and performs direct patient care activities for patients who do not present major complications.

Assesses patients and performs minor surgery, treats simple fractures and wounds and provides a wide range of ambulatory medical interventions. Diagnoses traumatic and non-traumatic injury, providing treatment when symptoms are clear. Responsible for recognizing symptoms that require referrals and makes such recommendations to the Clinical Operations Section Chief.

Identifies conditions requiring urgent surgical intervention and makes referral for services. Personally performs resuscitation, insert intravenous lines, inserts endotracheal tubes and esophageal airways and chest tubes. Performs emergency tracheostomy and treats shock patients with volume expanders.

Diagnose musculoskeletal and neurologic injuries by physical examination. Stabilizes musculoskeletal injuries in those cases where normal treatment procedures

can be applied. Identifies internal and external hemorrhage, arrests external hemorrhage by pressure and by ligation of superficial vessels. Prescribes and administers drugs for infection control, pain relief, and other conditions if there are no complicating factors.

Prescribes and administers drugs for infection control, pain relief and other conditions if there are no complicating factors such as the patients medical history. Orders laboratory tests as necessary. If complicating factors are evident, the incumbent will refer patient to a senior medical officer or the Clinical Operations Section Chief.

Identifies conditions requiring urgent surgical intervention, and makes referral for service. Classifies and prioritizes patients for further treatment and evacuation.

Performs other related duties as assigned to assist in the efficient operation of the NDMS.

OTHER SIGNIFICANT FACTS

The incumbent must have received a Doctor of Medicine or Doctor of

Osteopathy degree from an approved school of medicine. In addition, the incumbent must possess a permanent (unless covered by an exception for temporary license), current, full and unrestricted license to practice medicine in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Also, the incumbent must possess current Advance Cardiac Life Support certification.

Desirable qualifications include Advance Trauma Life Support and Pediatric Advance Life Support certifications.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent serves under the general supervision of the Clinical Operations Section Chief. Supervision is generally limited to the application of general accepted medical practices and discussions of objectives to be accomplished. Within the limits of his assignment, the incumbent functions with considerable independence. Work is subject to review in terms of overall evaluation of program accomplishments and effectiveness.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Medical Officer**
Series: **602**
Grade: **12**

Qualification Standards continue, next page . . .

Qualification Standards, continued

BASIC QUALIFICATIONS

Education

A Doctor of Medicine or Doctor of Osteopathy degree from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation, or a Doctor of Medicine or equivalent from a foreign medical school substantially equivalent to accredited schools in the U.S., as demonstrated by permanent certification.

PLUS

Graduate training: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, must have at least one year of supervised experience in a clinical setting, i.e., internship or first year of residency.

Those meeting basic requirements qualify for GS-11 positions.

ADDITIONAL QUALIFICATIONS

At least two years of graduate training or equivalent experience and training. Graduate training programs include only those internship, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States or Canada. Listings of accredited programs are published yearly in the Directory of Residency Training Programs and Directory of Osteopathic Physicians.

LICENSURE REQUIREMENT

A valid and unrestricted license to practice medicine in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Skill in emergency medicine or surgery.
- Skill in general practice medicine.
- Advance Trauma Life Support (ATLS) training and/or certification.
- Experience in practice of emergency/disaster/military medicine.
- Formal training in disaster medical services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

MEDICAL OFFICER, GS-602-13

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

MEDICAL OFFICER, GS-602-13

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent, under the Operations Chief, supervisors direct medical care and makes medical diagnoses and administers medical treatment to people who have been injured or become ill due to a disaster or major.

MAJOR DUTIES AND RESPONSIBILITIES

Supervises medical treatment administered by other professional and technical personnel to assure that adequate professional and technical services are provided to those in need. Recommends methods and procedures for coordination of medical services with other medical activities.

Positions supervised include physician assistant(s), respiratory therapist(s), laboratory technician(s), and health technician officer(s). Carries out a full range of administrative duties in the performance of supervisory responsibilities.

Serves as triage medical officer in the initial phases of emergency operations. Supervises and carries out the medical diagnoses and treatment involving medical care disaster medicine. Triage patients on entry to medical services and performs direct patient care activities for patients who do not present major complications.

Assesses patients and performs minor surgery, treats simple fractures and wounds and provides a wide range of ambulatory medical interventions. Diagnoses traumatic and non-traumatic injury, providing treatment when symptoms are clear. Responsible for recognizing symp-

toms that require referrals, and makes such recommendations to the Operations Chief.

Identifies conditions requiring urgent surgical intervention and makes referral for services. Personally performs resuscitation, insert intravenous lines, inserts endotracheal tubes and esophageal airways and chest tubes. Performs advance cardiac life support.

Diagnose musculoskeletal and neurologic injuries by physical examination. Stabilizes musculoskeletal injuries in those cases where normal treatment procedures can be applied. Identifies internal and external hemorrhage, arrests external hemorrhage by pressure and by ligation of superficial vessels. Prescribes and administers drugs for infection control, pain relief, and other conditions if there are no complicating factors.

Identifies conditions requiring urgent surgical intervention, and makes referral for service. Classifies and prioritizes patients for further treatment and evacuation.

Performs other related duties as assigned to assist in the efficient operation of the NDMS.

OTHER SIGNIFICANT FACTS

The incumbent must have received a Doctor of Medicine or Doctor of Osteopathy degree from an approved school of medicine. In addition, the incumbent must possess a permanent, current, full and unrestricted license to practice medicine in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Also, the incumbent must possess current Advance Cardiac Life Support certification.

Desirable qualifications include Advance Trauma Life Support and Pediatric Advance Life Support certifications.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent serves under the general supervision of the Operations Chief. Supervision is generally limited to the broad application of general accepted medical practices and discussions of objectives to be accomplished. Within the limits of his assignment, the incumbent functions with considerable independence. Work is subject to review in terms of overall evaluation of program accomplishments and effectiveness.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Medical Officer**

Series: **602**

Grade: **13**

BASIC QUALIFICATIONS

Education

A Doctor of Medicine or Doctor of Osteopathy degree from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation, or a Doctor of Medicine or equivalent from a foreign medical school substantially equivalent to accredited schools in the U.S., as demonstrated by permanent certification.

PLUS

Graduate training: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, must have at least one year of supervised experience in a clinical setting, i.e., internship or first year of residency.

Those meeting basic requirements qualify for GS-11 positions.

ADDITIONAL QUALIFICATIONS

At least three years of graduate training or equivalent experience and training.

LICENSURE REQUIREMENT

A valid and unrestricted license to practice medicine in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Skill in emergency medicine or surgery.
- Skill in general practice medicine.
- Advance Trauma Life Support (ATLS) training and/or certification.
- Experience in practice of emergency/disaster/military medicine.
- Formal training in disaster medical services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

MEDICAL OFFICER, GS-602-14

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

MEDICAL OFFICER, GS-602-14

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Medical Officer with a disaster response team/specialty/or other and is responsible for the medical diagnoses and treatment of patients with complex trauma injuries caused by a disaster or major emergency.

MAJOR DUTIES AND RESPONSIBILITIES

As a medical officer and specialist in the initial phases of emergency operations, carries out the full range of medical diagnoses and treatments including the most difficult of cases within the area of medical emergency care. Triage patients on entry to medical services and diagnoses traumatic and non-traumatic injury. The condition of the patient is often very critical and complicated. The diagnosis will often be complicated based on symptoms that are not always clear, or there are overlapping symptoms due to the presence of more than one condition or injury. The symptoms might be indicative of either a simple or complicated diagnostic and testing procedures. Considerable skill and experience are required in identifying these symptoms and developing a proper treatment regimen as quickly as possible.

Treatment requires advanced knowledge and/or skill and the selection from a variety of alternatives. Often it is necessary to select the one and only proper course of treatment immediately to avoid or minimize subsequent critical consequences. The incumbent may perform resuscitation; insert intravenous lines; insert endotracheal tubes and esophageal airways and chest tubes. Performs emergency tracheotomy and treats shock patients with volume expanders.

Diagnoses musculoskeletal and neurologic injuries by physical examination. Stabilizes musculoskeletal injuries.

Identifies internal and external hemorrhaging; arrests external hemorrhaging by pressure and by ligation of superficial vessels based on experience as a specialist in emergency medicine.

In all cases when necessary, the incumbent prescribes and administers drugs for infection control, pain relief, and other conditions. Orders laboratory tests as necessary.

Identifies conditions requiring urgent surgical intervention, and makes referral for service when necessary. Classifies and prioritizes patients for further treatment and evacuation. Advises medical officers in other services concerning surgical or potential surgical cases.

Serves as a technical medical advisor to a Team Leader and Supervisory Nurse Clinician in administering the complete cycle of medical treatment. Is available on call to advise medical staff on procedures to be followed in the care and treatment of difficult cases. His/her advice is considered authoritative because of the incumbent's experience in emergency and disaster service.

Provides general guidance and supervision of the work of health professionals and technical staff of the disaster response team to assure that the full range of medical diagnoses and treatments are provided.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

The incumbent must have received a Doctor of Medicine or Doctor of Osteopathy degree from an approved school of medicine. In addition, the incumbent must possess a permanent, current, full and unrestricted license to practice medicine in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Also, the incumbent must possess the following certifications:

- A. Board Certified or Board Eligible in his/her medical specialty
- B. Advance Cardiac Life Support

Desirable qualifications include Advance Trauma Life Support and Pediatric Advance Life Support certifications.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent serves under the general supervision of the Team Leader but he/she functions with a high degree of independence and his/her decisions are accepted as authoritative medical opinions since he/she functions essentially without any technical supervision. Assumes full responsibility while on duty for all medical activities of the disaster response team. The position requires a high degree of professional competence, resourcefulness and sound judgment with ability to function under adverse conditions causing unusual stress.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Medical Officer**

Series: **602**

Grade: **14**

BASIC QUALIFICATIONS

Education

A Doctor of Medicine or Doctor of Osteopathy degree from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation, or a Doctor of Medicine or equivalent from a foreign medical school substantially equivalent to accredited schools in the U.S., as demonstrated by permanent certification.

PLUS

Graduate training: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, must have at least one year of supervised experience in a clinical setting, i.e., internship or first year of residency.

Those meeting basic requirements qualify for GS-11 positions.

ADDITIONAL QUALIFICATIONS

In addition to the requirements for the GS-13 (at least 3 years of graduate training or equivalent experience and training), must have one year of appropriate experience equivalent to at least the GS-13.

LICENSURE REQUIREMENT

A valid and unrestricted license to practice medicine in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Skill in emergency medicine or surgery.
- Skill in general practice medicine.
- Advance Trauma Life Support (ATLS) training and/or certification.
- Experience in practice of emergency/disaster/military medicine.
- Formal training in disaster medical services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

SUPERVISORY MEDICAL OFFICER, GS-602-14

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

**MEDICAL OPERATIONS CHIEF (NMRT),
GS-602-14**

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services" under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization, and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others are a basic element in the personnel component and can be expanded to a clearing-stage unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as the Medical Operations Chief for the NMRT/WMD and is responsible for the overall health and well being of disaster response team members and the medical care to victims of a HAZMAT event.

MAJOR DUTIES AND RESPONSIBILITIES

Supervises the overall functions of the Chief Nurse, the Ambulatory Medical Specialist, and the non-ambulatory Medical Specialist in providing direct medical care to members of the disaster response team and victims removed from a contaminated area.

Provides medical expertise and direction to team members on hazards and hazardous materials associated with various disaster environments, including the effective use of personnel, specialized equipment, and support resources during NMRT/WMD situations.

Represents the Team Leader in dealing with disaster response organizations, i.e., FEMA ESFs, the American Red Cross, NGOs, and others for purposes of exchanging disaster information and organizing and managing crisis situations.

Evaluates and advises local public health agencies on medical issues and works effectively with technical experts, local officials, and other organizations including EMS personnel on environmental disasters.

Provides medical care and direction in prescribing universal precautions for all staff against exposure to communicable disease.

Interacts with Team Leader for coordination of team activities and support of mission requirements. Receives briefings and ensures that team members are kept informed of mission objectives and status changes. Supervises the completion of all required reports and maintenance of records.

Conducts annual performance evaluations of medical team members. Makes recommendations to the Team Leader on fitness of team members for deployment based on medical check-in procedures. Trains employees on proper Haz Mat procedures and techniques. Hears and resolves complaints.

Keeps abreast of the latest developments in the field of medical care management and medicine and recommends or implements necessary changes.

Ensures accountability, maintenance and minor repair and replacement of all NDMS issued supplies and equipment.

Experience in the practice of emergency or general medicine is essential, as well as supervisory experience.

OTHER SIGNIFICANT FACTS

The incumbent must have received a Doctor of Medicine or Doctor of Osteopathy degree from an approved school of medicine. In addition, the incumbent must possess a permanent, current, full and unrestricted license to practice medicine in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Also, the incumbent must possess the following certifications:

- A. Board Certified or Board Eligible in his/her medical specialty
- B. Advance Cardiac Life Support

Desirable qualifications include Advance Trauma Life Support and Pediatric Advance Life Support certifications.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent of this position reports to the Team Leader, who provides broad administrative supervision and direction. The incumbent's medical decisions are accepted as authoritative during emergency disaster service.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Medical Operations Chief (NMRT)** (NDMS organizational title)
Supervisory Medical Officer (OPM official title)

Series: **602**

Grade: **14**

BASIC REQUIREMENTS

Education

A Doctor of Medicine or Doctor of Osteopathy degree from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation, or a Doctor of Medicine or equivalent from a foreign medical school substantially equivalent to accredited schools in the U.S., as demonstrated by permanent certification.

PLUS

Graduate training: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, must have at least one year of supervised experience in a clinical setting, i.e., internship or first year of residency.

ADDITIONAL REQUIREMENTS

At least three years of graduate training or equivalent experience and training. Graduate training programs include only those internship, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States or Canada. Listings of accredited programs are published yearly in the Directory of Residency Training Programs and Directory of Osteopathic Physicians.

In addition, must have one year of appropriate experience equivalent to the next lower grade in the Federal service. Supervisory experience is required.

LICENSURE REQUIREMENT

A valid and unrestricted license to practice medicine in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Qualification Standards continue, next page . . .

Qualification Standards, continued

DESIRABLE QUALIFICATIONS

- Skill in emergency medicine or surgery.
- Skill in general practice medicine.
- Advance Trauma Life Support (ATLS) training and/or certification.
- Experience in practice of emergency/disaster/military medicine.
- Formal training in disaster medical services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

SUPERVISORY MEDICAL OFFICER, GS-0602-14

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

**CLINICAL OPERATIONS SECTION CHIEF,
GS-0602-14**

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Clinical Operations Section Chief/Supervisory Medical Officer manages all facets of direct medical care and treatment of victims who have been injured or are ill due to a disaster or

major emergency. The incumbent reports directly to a NDMS Team Leader.

MAJOR DUTIES AND RESPONSIBILITIES

Supervises and manages the medical treatment administered by other professional and technical personnel to assure that adequate professional and technical services are provided to those in need during a disaster or major emergency.

Supervisors the Clinical Operations, during a disaster or major emergency, through three subordinate supervisors who are the Medical Division Supervisor, Ancillary Services Division Supervisor, and the Nursing Division Supervisor. Carries out a full range of administrative duties in the performance of management and supervisory responsibilities, including the preparation performance evaluations for assigned personnel.

Facilitates the operations of the Clinical Operations to ensure quality patient care.

Determines the Clinical Operations staffing and logistical needs and requests additional resources as necessary.

Ensures Universal Precautions for all personnel against exposure to communicable diseases.

Receives briefings and SITREPs and ensures that all Clinical Operations personnel are kept informed of mission objectives and status changes.

Identifies deficiencies and implements corrective actions as needed within the Clinical Operations Section.

Provides situation updates to the supervisor and maintains records and reports of Clinical Operations activity.

Coordinates operational actions with NDMS Supervisor.

Provides operational objectives for the next operational period.

Performs other related duties as assigned to assist in the efficient operation of the NDMS.

OTHER SIGNIFICANT FACTS

The incumbent must have received a Doctor of Medicine or Doctor of

Osteopathy degree from an approved school of medicine. In addition, must possess a permanent, current, full and unrestricted license to practice medicine in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Desirable qualifications include Basic Cardiac Life Support (BCLS) certification.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent serves under the broad supervision of the Team Leader. Supervision is generally limited to the broad application of general accepted medical practices and discussions of objectives to be accomplished. Within the limits of his assignment, the incumbent functions with considerable independence. Work is subject to review in terms of overall evaluation of program accomplishments and effectiveness.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Clinical Operations Section Chief** (NDMS organizational title)
Supervisory Medical Officer (OPM official title)

Series: **602**

Grade: **14**

BASIC REQUIREMENTS

Education

A Doctor of Medicine or Doctor of Osteopathy degree from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation, or a Doctor of Medicine or equivalent from a foreign medical school substantially equivalent to accredited schools in the U.S., as demonstrated by permanent certification.

PLUS

Graduate training: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, must have at least one year of supervised experience in a clinical setting, i.e., internship or first year of residency.

ADDITIONAL REQUIREMENTS

At least three years of graduate training or equivalent experience and training. Graduate training programs include only those internship, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States or Canada. Listings of accredited programs are published yearly in the Directory of Residency Training Programs and Directory of Osteopathic Physicians.

In addition, must have one year of appropriate experience equivalent to the next lower grade in the Federal service. Supervisory experience is required.

LICENSURE REQUIREMENT

A valid and unrestricted license to practice medicine in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Qualification Standards continue, next page . . .

Qualification Standards, continued

DESIRABLE QUALIFICATIONS

- Skill in emergency medicine or surgery.
- Skill in general practice medicine.
- Advance Trauma Life Support (ATLS) training and/or certification.
- Experience in practice of emergency/disaster/military medicine.
- Formal training in disaster medical services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

SUPERVISORY MEDICAL OFFICER, GS-602-15

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

TEAM LEADER, GS-602-15

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Team Leader responsible for managing and supervising all aspects of a disaster mission, both operational and managerial, from the time of activation through the return to the home jurisdiction including all resources (personnel and equipment) and the development and

completion of all response operational objectives as assigned by the Management Support Team (MST), as well as proper reporting, record keeping, and after-action requirements.

MAJOR DUTIES AND RESPONSIBILITIES

Supervises the overall function of an NDMS primary care, specialty, or mortuary response team to care for victims of a disaster or other assignment such as providing supplemental staffing to the local medical infrastructure during mass casualty incidents.

Provides medical expertise and direction of the work of 15-30 team members consisting of physicians and other health care providers, technical and support personnel, and overall administration activities of the team, including supervision of the Chief of Logistics, Operations, Planning, Administrative/Finance, Safety, and Chaplain services. The team members' grades range from GS-3 through GS-14.

Represents HHS in dealing with sponsoring hospitals and Federal and/or regional coordinating center and/or HHS Medical Response Coordinator. Establishes liaison with State departments of public health, the American Red Cross Association, and Medical societies and associations. Exer-

cises a high degree of independence and professional leadership in coordinating activities of the team and guiding health care providers in solving difficult medical problems during disaster service.

Provides medical supervision and direction in the diagnosis and treatment of victims of disasters, including specialized care and treatment during evacuation procedures of critically injured patients to local medical facilities. Ensures patient evacuation plans and procedures are properly understood and carried out by team members.

Interacts with the MST Leader for coordination of team activities and support of FRP requirements. Receives briefings from the MST and ensures that team members are kept informed of mission objectives and status changes. Supervises the completion of all required reports and maintenance of records.

Conducts team orientation and establishes individual or team training programs in the field of medical care and management including environmental sanitation, personal hygiene, stress management, and triage to ensure effective and efficient field operations. Conducts annual performance evaluations of team members. Selects qualified applicants for team positions.

Participates in formal debriefing sessions following disaster service. Develops after-action reports including critical evaluation of field operations, team performance, operating policies, and treatment techniques.

Keeps abreast of the latest developments in the field of medical care management and medicine and recommends or implements necessary changes.

Ensures accountability, maintenance and minor repair and replacement of all NDMS issued supplies and equipment.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS:

The incumbent must have received a Doctor of Medicine or Doctor of Osteopathy degree from an approved school of medicine. In addition, the incumbent must possess a permanent, current, full and unrestricted license to practice medicine in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Also, the incumbent must possess the following certifications:

- A. Board Certified or Board Eligible in his/her medical specialty
- B. Advance Cardiac Life Support

Desirable qualifications include Advance Trauma Life Support and Pediatric Advance Life Support certifications.

SUPERVISION AND GUIDANCE RECEIVED:

The incumbent of this position reports to the MST Leader, who provides broad administrative supervision and direction. The incumbent's medical decisions are accepted as authoritative during emergency disaster service.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Team Leader** (NDMS organizational title)
Supervisory Medical Officer (OPM official title)

Series: **602**

Grade: **15**

BASIC REQUIREMENTS

Education

A Doctor of Medicine or Doctor of Osteopathy degree from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation, or a Doctor of Medicine or equivalent from a foreign medical school substantially equivalent to accredited schools in the U.S., as demonstrated by permanent certification.

PLUS

Graduate training: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, must have at least one year of supervised experience in a clinical setting, i.e., internship or first year of residency.

ADDITIONAL REQUIREMENTS

At least three years of graduate training or equivalent experience and training. Graduate training programs include only those internship, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States or Canada. Listings of accredited programs are published yearly in the Directory of Residency Training Programs and Directory of Osteopathic Physicians.

In addition, must have one year of appropriate experience equivalent to the next lower grade in the Federal service. Supervisory experience is required.

LICENSURE REQUIREMENT

A valid and unrestricted license to practice medicine in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Qualification Standards continue, next page . . .

Qualification Standards, continued

DESIRABLE QUALIFICATIONS

- Skill in emergency medicine or surgery.
- Skill in general practice medicine.
- Advance Trauma Life Support (ATLS) training and/or certification.
- Experience in practice of emergency/disaster/military medicine.
- Formal training in disaster medical services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

MEDICAL OFFICER (PATHOLOGY), GS-602-14

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

FORENSIC PATHOLOGY SPECIALIST, GS-602-14

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Forensic Pathology Specialist and assists in determining the cause(s) of victim death through examination or by the preservation of evidence for later identification.

MAJOR DUTIES AND RESPONSIBILITIES

Collaborates with forensic experts, professional associates, law enforcement officials, and others on issues of forensic pathology medicine and identification issues.

Determines the cause(s) of victim death by close examination of remains.

Diagnoses musculoskeletal and neurologic causes and performs autopsies as necessary to determine cause of death.

Ensures proper documentation of autopsy results. Preserves evidence related to cause(s) of death for later examination.

Ensures chain of custody for preservation of medical and legal evidence and body part remains.

Provides assistance to the Mortuary Officer as necessary.

OTHER SIGNIFICANT FACTS

Must possess a Doctor of Medicine or Doctor of Osteopathy degree (U.S. or Canada) OR a Doctor of Medicine or equivalent from a foreign medical school substantially equivalent to credited schools in the U.S. In addition, the incumbent must possess a permanent, current, full and unrestricted

license to practice medicine in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Must be Basic Cardiac Life Support (BCLS) certified.

Performs other duties as assigned.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent works under the administrative supervision of the Identification Officer. The incumbent is a medical authority in forensic pathology medicine.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Forensic Pathology Specialist** (NDMS organizational title)
Medical Officer (Pathology) (OPM official title)

Series: **602**

Grade: **14**

BASIC REQUIREMENTS

Education

A Doctor of Medicine or Doctor of Osteopathy degree from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation, or a Doctor of Medicine or equivalent from a foreign medical school substantially equivalent to accredited schools in the U.S., as demonstrated by permanent certification.

PLUS

Graduate training: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, must have at least one year of supervised experience in a clinical setting, i.e., internship or first year of residency.

ADDITIONAL REQUIREMENTS

At least four years of residency training in Pathology or equivalent experience and training. This training must have equipped the applicant with knowledge of autopsy protocols for gross and microscopic specimens (preserving specimens for the latter). In addition, applicant must have knowledge of: chain-of-custody procedures for anatomic specimens and articles associated with the deceased.

Qualification Standards continue, next page . . .

Qualification Standards, continued

LICENSURE REQUIREMENT

A valid and unrestricted license to practice in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Knowledge of emergency/disaster/military medicine.
- Orientation in Disaster Mortuary Operational Response Team services.
- Training in field casualty operations.

POSITION DESCRIPTION**OFFICIAL TITLE, SERIES, AND GRADE:****SUPERVISORY MEDICAL OFFICER (PATHOLOGY),
GS-602-14****NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:****MEDICAL OPERATIONS CHIEF (PATHOLOGY),
GS-602-14****INTRODUCTION**

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as the Medical Operations Chief and supervises the full range of activities of victim identification, cause of death, and the

preparation, processing, and disposition of remains to the next of kin caused by disaster or major emergencies.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as a medical authority and advises supporting staff on procedures in the victim identification process.

Provides medical expertise and supervision of the Identification Officer, Mortuary Officer, and the Family Assistance Officer, and ensures the systematic processing of victims through all phases of the medical protocol.

Ensures that antemortem information is collected and applied to victim identification, including chain of custody procedures for preservation of medical and legal evidence and body parts and remains.

Collaborates with pathology experts, professional associations, law enforcement officials, and others on issues of pathology medicine and autopsy protocols for gross and microscopic specimens.

Interacts with the Team Leader for coordination of staff activities and support of FRP requirements. Receives briefings from the Team Leader and ensures that staff members are kept informed of mission objectives and status changes.

Conducts performance evaluations of assigned staff. Selects employee for vacant positions. Hears and resolves complaints. Recommends fitness for deployment of staff to the Team Leader based on medical procedures. Provides for individual or team training.

OTHER SIGNIFICANT FACTS

Must possess a Doctor of Medicine or Doctor of Osteopathy degree from an approved school of medicine. In addition, the incumbent must possess a permanent, current, full and unrestricted license to practice medicine in a State,

the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Must be Basic Cardiac Life Support (BCLS) certified.

Experience in the practice of emergency or disaster medicine is highly desirable as well as supervisory experience.

Performs other duties as assigned.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent of this position reports to the Team Leader, who provides broad administrative supervision and direction. The incumbent’s medical decisions are accepted as authoritative during emergency disaster service.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Medical Operations Chief (Pathology)** (NDMS organizational title)
Supervisory Medical Officer (Pathology) (OPM official title)
Series: **602**
Grade: **14**

BASIC REQUIREMENTS

Education

A Doctor of Medicine or Doctor of Osteopathy degree from a school in the United States or Canada approved by a recognized accrediting body in the

Qualification Standards continue, next page . . .

Qualification Standards, continued

year of the applicant's graduation, or a Doctor of Medicine or equivalent from a foreign medical school substantially equivalent to accredited schools in the U.S., as demonstrated by permanent certification.

PLUS

Graduate training: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, must have at least one year of supervised experience in a clinical setting, i.e., internship or first year of residency.

ADDITIONAL REQUIREMENTS

At least four years of residency training in Pathology or equivalent experience and training. This training must have equipped the applicant with knowledge of autopsy protocols for gross and microscopic specimens (preserving specimens for the latter). In addition, applicant must have knowledge of: chain-of-custody procedures for anatomic specimens and articles associated with the deceased.

Supervisory experience is required.

LICENSURE REQUIREMENT

A valid and unrestricted license to practice in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Knowledge of emergency/disaster/military medicine.
- Orientation in Disaster Mortuary Operational Response Team services.
- Training in field casualty operations.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

MEDICAL RECORDS TECHNICIAN, GS-0675-05

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

MEDICAL RECORDS UNIT LEADER, GS-0675-05

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent is responsible for collecting and maintaining a variety of medical records and data during the deployment. He/she reports directly to the Administrative/Finance Section Chief (Administrative Officer).

MAJOR DUTIES AND RESPONSIBILITIES

Logs patients into the NDMS disaster team and obtains and records a variety of pertinent identifying data.

Obtains and records a variety of pertinent identifying data.

Obtains record of consent for medical tests or treatment.

Analyzes and codes pending medical procedures using the most accurate code to describe the medical procedure.

Assists nursing staff in maintaining adequate patient records.

Checks medical records for completeness, consistency, and compliance with medical record keeping standards. Addresses deficiencies with Medical Division Supervisor or Nursing Division Supervisor.

Retrieves data from records for professional staff and makes simple tabulations according to standard protocols.

Prepares correspondence and summaries of medical records in response to a wide variety of requests for information.

In conjunction with the Administrative/Finance Section Chief, determines what information may be released to authorized individuals.

Searches and abstracts old and current records to establish continuity of patient's history.

Maintains personnel data on deployed Team members.

Logs patients out of the NDMS disaster team facility while recording pertinent diagnostic and transportation information.

Maintains and insures confidentiality of all records.

Forwards all records to appropriate NDMS official at conclusion of mission.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-4 550 points

Knowledge of NDMS rules, operational procedures, regulations and policies for maintaining a variety of medical and data during an emergency or disaster.

Knowledge of the functions, organization, and mission of NDMS to perform assignments involving the medical records keeping function.

Knowledge of practices and procedures to perform responsibilities for answering inquiries for information and making administrative arrangements where necessary.

Ability to organize work assignments, channel the flow of work through the medical records section.

Ability to manage specialized equipment and support resources during a disaster situation.

Skill to work well with technical experts, local officials, and other organizations

FACTOR 2: SUPERVISORY CONTROLS

Level 2-2 125 points

The incumbent serves under the general supervision of the Administrative/Finance Section Chief (Administrative Officer). The supervisor makes the initial assignment but relies on the judgment of the technician as to what procedures to be followed and the medical record and administrative references to be used. The technician is responsible for the timeliness of his/her work. He/she works largely on his/her own initiative in applying the methods, procedures, and techniques used in the work. The incumbent consults the supervisor only on unusual problems for which no precedent or reference is available. His/her work is spot-checked infrequently and review is based on end results and review of reports.

FACTOR 3: GUIDELINES

Level 3-2 125 points

Guidelines are in the form of NDMS practices and procedures, manuals, decision memoranda and the like cover broad aspects of the work. Oral guidelines are provided to establish particular requirements of discrete work assignments. The

incumbent relies upon established techniques related to the accomplishment of ongoing recurring assignments. He/she uses judgment and creativity to a particular and sometimes unique assignment.

**FACTOR 4:
COMPLEXITY**

Level 4-2 75 points

The work includes various duties involving different and unrelated processes and methods. The incumbent applies administrative and technical skills to the compilation, review, and presentation of information; implementation of new or modified procedures; and the provision of effective and efficient administrative and medical records support across a range of assignments. He/she exercises initiative in (1) organizing time and resources toward accomplishment of assignments; and (2) ensuring the timeliness and quality of end results through effective monitoring of work in process.

**FACTOR 5:
SCOPE AND EFFECT**

Level 5-2 75 points

The incumbent provides NDMS disaster team assistance for the effective accomplishment of both ongoing and unusual work assignments. The incumbent's efforts encompass and support a wide range of work responsibilities within the overall operation of the NDMS disaster team. Much of the work involves accomplishing the medical records technical work so as to free the other members of the section.

**FACTOR 6:
PERSONAL CONTACTS AND**

**FACTOR 7:
PURPOSE OF CONTACTS**

Level 2-b 75 points

Personal contacts are with patients, physicians, nurses, administrative staff, local and state officials, and Agency officials. The technician may have personal contacts with the staff of other agencies or institutions in moderately structured settings. In such cases, the highest level of professional conduct is required.

The purpose of the contacts is to gain knowledge of medical records data and to convey this information for purposes of ensuring the accurate recording and efficient accomplishment of a given work assignment. Working relationships may involve, for example, ensuring that deadlines for submission of information by the staff are met or that affected staff understand the format required for reports and regulations and procedures which govern various medical processes.

**FACTOR 8:
PHYSICAL DEMANDS**

Level 8-1 5 points

The work is basically sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items such as papers, books, etc. No special physical demands are required to perform the work.

**FACTOR 9:
WORK ENVIRONMENT
Level 9-1 5 points**

**TOTAL POINTS: 1035 POINTS
GRADE CONVERSION: GS-0675-05**

The work environment involves everyday risk or discomforts which require normal safety precautions.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Medical Records Unit Leader** (NDMS organizational title)
Medical Records Technician (OPM official title)
Series: **675**
Grade: **05**

MINIMUM REQUIREMENTS

One year of specialized experience directly related to the NDMS Response Team position, equivalent to at least the GS-04 level in the Federal service.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical and technician services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

MEDICAL SUPPLY SPECIALIST, GS-2001-09

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

MEDICAL SUPPLY SPECIALIST, GS-2001-09

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Medical Supply Specialist performs a variety of technical duties in assisting with the transport, set-up, operations, and accountability of the supplies and equipment for the NDMS disaster teams. The incumbent reports directly to the Logistics Section Chief.

MAJOR DUTIES AND RESPONSIBILITIES

Gathers information regarding the consumption, utilization and disposition of medical supplies and equipment. Develops draft of procedures for effective utilization of supplies and equipment for the Logistics Section Chief. Monitors compliance with these procedures and provides guidance, direction and assistance to the Medical Supply Technician. Identifies the need and availability of commonly used medical supplies and equipment.

Develops a system for the maintenance of unit stock levels of commonly used supplies and equipment. Maintains a fairly large file of catalogs, publications and supply reference material relative to item identification, number assignment and cataloging layout. Maintains a current list of assigned index and FSC groups. Through a system of inventory records, determines usage patterns and trends. Regularly reports status of stock levels to the supervisor. Supervises the ordering of supplies and equipment for the NDMS disaster teams. Also responsible for obtaining the more complicated type of equipment.

Participates in developing procedures for the screening or utilization of excess property and equipment.

Develops procedures for the inventory of medical supplies and medical equipment. Conducts inventories of supplies and equipment. Assists the Logistics Section Chief in reconciling property general ledger accounts. Reports significant shortages to the Logistics Section Chief along with recommendations for corrective action.

Develops schedule of inspection of stored equipment and supplies. Following the plan developed by the Logistics Chief, assures that equipment and supplies are safety secured and maintained in an acceptable state of readiness for immediate distribution and use. Medical supplies such as controlled drugs and narcotics (e.g., require specialized handling or storage methods and techniques). Needles, syringes, bandages, etc. must be securely stored in an aseptic environment free from all possible contamination. These conditions will require close continuing security procedures to adequately safeguard the materials.

Responsible for determining an acceptable storage site and planning the layout of the storage area to facilitate distribution and storage operations.

Arranges for rotation, repair, or corrective action of faulty supplies or damaged equipment. Forwards periodic reports to the Logistic in a timely manner.

Communicates with NDMS team personnel and, based on information, reports, and records, determines status of supply and immediate needs to sustain acceptable level of effectiveness. Identifies noticeable shortages and determines why they exist. Informs the Logistics Chief of shortages along with his/her plan for corrective action.

Packs and loads supplies and equipment within procedures developed by the Logistics Chief. Sets up complicated equipment.

Prepares regular and special non-reoccurring reports reflecting current status of supply activity. Prepares detailed readiness report upon request of the Logistics Supervisor.

Performs other related duties as assigned to assist in the efficient functioning of the Unit.

The incumbent should have a basic orientation in disaster medical and nursing services.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-6 (950 Points)

Knowledge of Medical supply operations.

Must have a practical knowledge of the terminology and capabilities of all items in the equipment cache.

Must have a comprehensive knowledge of equipment inventory and tracking procedures.

Must be familiar with the weights and volumes of components, military and civilian air cargo regulations, equipment fuel requirements, and the environment limitations of sensitive equipment and supplies.

Must be skilled in medical logistics.

Ability to work well with technical experts, local officials, and other organizations.

Ability to manage specialized equipment, and support resources during a veterinary disaster.

Ability to effect repair of various types of equipment while in the field setting

Ability to effectively organize and plan during crisis situations.

Ability to meet the arduous physical fitness requirement.

**FACTOR 2:
SUPERVISORY CONTROLS**

Level 2-3 (275points)

The incumbent functions under the general supervision of the Logistics Section Chief. The supervisor provides general work objectives and priorities and only provides initial instructions when new or unusual problems or situations are encountered. Completed work and the incumbent's recommendations are reviewed for attainment of objectives, soundness of judgment, overall technical adequacy and adherence to NDMS policies and procedures.

**FACTOR 3:
GUIDELINES**

Level 3-3 (275 points)

Guidelines include OEP, FEMA, GSA manuals and directives, and FRP and policies, operational standards, manuals, etc. The incumbent must select and interpret a number of available guidelines. There is frequent need to choose between alternatives.

**FACTOR 4:
COMPLEXITY**

Level 4-3 (150 points)

Assignments involve inspection of stored supplies and equipment, development of procedures for the inventory of medical supplies and medical equipment, controlling drugs and narcotics, reconciling property general ledger accounts and adopting security procedures to adequately safeguard supplies and equipment. Also must develop a system for the maintenance of unit stock levels of commonly used supplies and equipment.

FACTOR 5: SCOPE AND EFFECT:

Level 5-3 (150 points)

The nature of the incumbent's work is to plan and provide comprehensive program regarding the consumption, utilization and disposition of medical supplies and equipment for the supply of the Clearing Staging Unit and NDMS disaster teams in order to cope with a disaster or emergency.

**FACTOR 6:
PERSONAL CONTACTS**

**FACTOR 7:
PURPOSE OF CONTACTS**

Level 3-c (110 points)

Contacts are with patients, their families, hospital personnel, and with health care professionals and technical personnel (e.g., physicians, nurses, and supporting technical and administrative staff) and representatives from the private and state sectors. Contacts are for the purpose of exchanging information, plan and coordinate work efforts, and to provide advice concerning substitutes for supplies or functioning of equipment.

FACTOR 8:**PHYSICAL DEMANDS:****Level 8-2 (20 points)**

The work requires some physical exertion such as long periods of standing; walking over rough and uneven surfaces; recurring bending, stooping, stretching, etc; recurring lifting of moderately heavy items or occasional lifting of heavy items (over 50 pounds). The work may require above average agility and dexterity. The work may also require working long hours without rest or relief and may require defending oneself or others against physical attack.

require special precautions, e.g., working with risk of exposure to contagious disease, radiation or infection or in working with emotionally disturbed patients. Precautions are routine for nearly all situations. The work environment may involve high risks of exposure to potentially dangerous situations where conditions cannot be controlled.

TOTAL POINTS: 1950**GRADE CONVERSION: GS-2001-09****FACTOR 9:****WORK ENVIRONMENT:****Level 9-2 (20 points)**

The work environment involves moderately high risks or discomfort, which

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Medical Supply Specialist**

Series: **2001**

Grade: **09**

MINIMUM REQUIREMENTS

One year of specialized experience directly related to the NDMS Response Team position, equivalent to at least the GS-07 level in the Federal service.

DESIRABLE QUALIFICATIONS

Training and/or experience in disaster medical supply operations.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

MEDICAL SUPPLY TECHNICIAN, GS-0622-05

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

MEDICAL SUPPLY TECHNICIAN, GS-0622-05

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent serves as a Medical Supply Technician and reports directly to the Logistics Section Chief.

MAJOR DUTIES AND RESPONSIBILITIES

Maintains stocks of medical supplies, equipment and instruments excluding pharmaceuticals. Decontaminates the full range of medical supplies. Determines and uses the appropriate method for removing gross contamination after supplies, instruments and equipment become infected. Maintains records on available stocks of medical supplies.

Periodically inventories supplies, identifies usage and orders supplies for timely restocking. Fills requests for items based on schedules of needs and past experience. Identifies shortages and notifies the supervisor and professional staff of possible substitutions.

Packs and loads medical supplies as needed. Inspects packages for indication of proper sterilization. Packs items in such a way so as to preserve the sterile condition.

Performs other related duties as assigned to assist in efficient operation of the Unit.

The incumbent should have a basic orientation in disaster medical and nursing services.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-3 (350 points)

Knowledge and skill to perform duties encompassing the complete work cycle required to decontaminate, prepare, sterilize, store, and issue the full range of medical supplies and equipment.

A practical knowledge of the physical characteristics and functioning of the supplies and equipment, the ability to detect small differences in such things as serrations, curvature of tips, and length of jaws.

A thorough knowledge of aseptic techniques, supplies, instruments and equipment, and the advantages and disadvantages of the various sterilizing mediums.

A general knowledge of the relationships of medical supplies, instruments and equipment to medical procedures performed under adverse conditions.

FACTOR 2: SUPERVISORY CONTROLS

Level 2-3 (275 points)

The supervisor assigns the incumbent to various work areas and expects the incumbent to independently complete assignments. He/she consults with the supervisory on unusual problems that develop such as the need to borrow urgently needed supplies from other medical facilities or what procedures will be used to decontaminate a major contamination of supplies and equipment.

In the absence of the supervisor during unusual situations, the incumbent will have to work out the solution to problems in consultation with available medical personnel.

The supervisory reviews work through observation of the work area and by means of feedback from the medical and nursing staff who use the incumbent's services.

FACTOR 3: GUIDELINES

Level 3-2 (125 points)

Guidelines consist of written instructions on supply operations; instructions on the use of medical supplies, instruments and equipment; written and oral instructions provided by the medical and nursing staffs; manufacturers' catalogs and fact-sheets on the various items; assembly and troubleshooting manuals; equipment operating instructions; shelf-life guidelines, etc.

Guidelines permit no deviation from certain established procedures such as instructions dealing with contamination; operation of such medical equipment as sterilizers; and use of standard tests.

Judgment is required in such activities as breaking down already sterilized sets of instruments or in substitutions for medical items that are not available.

FACTOR 4: COMPLEXITY

Level 4-2 (75 points)

Assignments involve selecting the appropriate series of steps from several alternatives in each of the several alternatives in each of the several different work areas. For example, the incumbent selects a

cleaning method based on the last known use, the appearance of the contamination and the durability of the item; assembles large numbers of the instruments, supplies and equipment for sets and places items based on size, weight, and delicacy of the instrument while striving for a compact useful package that will permit effective penetration of the sterilizing medium; and loads items on sterilizer carts in appropriate manner based on workload, priorities, and types of items returned for processing.

The incumbent must exercise a great deal of concentration and discretion in distinguishing among instruments, supplies and equipment that differ only in small details.

FACTOR 5: SCOPE AND EFFECT**Level 5-2 (75 points)**

The work involves the provision of sterile medical supplies, instruments and equipment to medical care providers in the CSU and Units. The work product directly affects the health of people injured during a disaster or major emergency.

FACTOR 6:**PERSONAL CONTACTS****Level 6-2 (25 points)**

Personal contacts are with the injured or sick and members of the CSU and NDMS Units who use sterile supplies, instruments and equipment.

FACTOR 7:**PURPOSE OF CONTACTS****Level 7-1 (20 points)**

Purpose of the contacts is to receive requests for medical supplies, equipment and instruments to clarify requests, and

to provide advice concerning substitutes for supplies or functioning of equipment.

FACTOR 8:**PHYSICAL DEMANDS****Level 8-2 (20 points)**

The incumbent usually stands and moves from one part of his/her workstation to another while performing duties. There is a frequent requirement for lifting loads weighing 25 pounds from floor or ground level to chest level and occasional requirements for similarly lifting loads weighing 50 pounds. The incumbent may handle loads weighing several hundred pounds.

FACTOR 9:**WORK ENVIRONMENT****Level 9-2 (20 points)**

On a regular and recurring basis, the incumbent alternates between a contaminated environment and a carefully controlled clean environment. In both, the employee wears special clothing; hair covers, and shoe covers which can be uncomfortably warm. While handling contaminated medical supplies, equipment and instruments, the employee also uses rubber gloves and an apron. The work area is often hot and humid or cold and damp. The incumbent is subject to slipping on wet surface or injury due to falling objects. He/she is subject to burn from accidentally touching hot items, to cuts from sterile and contaminated instruments, supplies and equipment and infection from contact with cleaning agents. The incumbent is involved in regular and recurring risks of exposure to contagious diseases. The hazards of working around minute quantities of sterilizing gases are unknown. The employee often works around body fluids, mucus, excretions and bits of tissue, some of

which may be foul smelling. The work area is noisy due to the clatter of metal instruments, rumbling of carts, and operation of equipment. Use of some equipment may require use of ear protection.

TOTAL POINTS: 985 POINTS
GRADE CONVERSION: GS-0622-05

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Medical Supply Technician**

Series: **0622**

Grade: **05**

MINIMUM REQUIREMENTS

One year of specialized experience directly related to the NDMS Response Team position, equivalent to at least the next lower grade level in the Federal service. Specialized experience is experience in processing, assembling, troubleshooting, preparing, sterilizing, storing, and issuing sterile and non-sterile medical supplies and equipment. The applicant must possess knowledge of the technical names, general uses, physical characteristics, and operating conditions of medical supply items; knowledge of aseptic techniques; and skill in operating a washer-sterilizer, ultrasonic instrument cleaners, and gas and steam sterilizers. Examples of qualifying specialized experience include work as an operating room technician, medical instrument technician, nursing assistant, corpsman, or laboratory worker.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical and technician services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

MEDICAL SUPPLY TECHNICIAN, GS-0622-06

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

MEDICAL SUPPLY TECHNICIAN, GS-0622-06

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent serves as a senior Medical Supply Technician and reports to the Logistics Section Chief.

MAJOR DUTIES AND RESPONSIBILITIES

Rotates among the various NDMS disaster or emergency teams during a disaster or major emergency carrying out assignments which requires knowledge and skill in the use of a complete range of medical supplies, instruments, and equipment. Receives, disassembles, and inspects for damage reusable medical supplies, instruments, and equipment. Determines correct method for presterilizing. Removes soil, blood, tissue fragments, body fluids, and other contaminants.

Inventories supplies, identifies usage and orders supplies for timely restocking. Fills requests for items based on schedules of needs and past experience. Identifies shortages and notifies the supervisor and professional staff of possible substitutions.

Advises medical personnel on the proper use of the equipment and on problems that arise in connection with its use.

Advises medical personnel on availability of supplies, possible substitutes, and effective use of equipment.

Packs and loads medical supplies as needed. Inspects packages for indication of proper sterilization. Packs items in such a way so as to preserve the sterile condition.

Performs other related duties as assigned to assist in efficient operation of the Unit.

The incumbent should have a basic orientation in disaster medical and nursing services.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION:

Level 1-4 (550 points)

Knowledge and skill to perform duties encompassing the complete work cycle required to decontaminate, prepare, sterilize, store, and issue the full range of medical supplies and equipment.

A practical knowledge of the physical characteristics and functioning of the supplies and equipment, the ability to detect small differences in such things as serrations, curvature of tips, and length of jaws.

A thorough knowledge of aseptic techniques, supplies, instruments and equipment, and the advantages and disadvantages of the various sterilizing mediums.

A general knowledge of the relationships of medical supplies, instruments and equipment to medical procedures performed under adverse conditions.

FACTOR 2: SUPERVISORY CONTROLS:

Level 2-3 (275 points)

The supervisor assigns the incumbent to various work areas and expects the

incumbent to independently complete assignments. He/she consults with the supervisor on unusual problems that develop such as the need to borrow urgently needed supplies from other medical facilities or what procedures will be used to decontaminate a major contamination of supplies and equipment.

In the absence of the supervisor during unusual situations, the incumbent will have to work out the solution to problems in consultation with available medical personnel.

The supervisor reviews work through observation of the work area and by means of feedback from the medical and nursing staff who use the incumbent's services.

FACTOR 3: GUIDELINES:

Level 3-2 (125 points)

Guidelines consist of written instructions on supply operations; instructions on the use of medical supplies, instruments and equipment; written and oral instructions provided by the medical and nursing staffs; manufacturers' catalogs and fact-sheets on the various items; assembly and troubleshooting manuals; equipment operating instructions; shelf-life guidelines, etc.

Guidelines permit no deviation from certain established procedures such as instructions dealing with contamination; operation of such medical equipment as sterilizers; and use of standard tests. Judgment is required in such activities as breaking down already sterilized sets of instruments or in substitutions for medical items that are not available.

**FACTOR 4:
COMPLEXITY:****Level 4-2 (75 points)**

Assignments involve selecting the appropriate series of steps from several alternatives in each of the several alternatives in each of the several different work areas. For example, the incumbent selects a cleaning method based on the last known use, the appearance of the contamination and the durability of the item; assembles large numbers of the instruments, supplies and equipment for sets and places items based on size, weight, and delicacy of the instrument while striving for a compact useful package that will permit effective penetration of the sterilizing medium; and loads items on sterilizer carts in appropriate manner based on workload, priorities, and types of items returned for processing.

The incumbent must exercise a great deal of concentration and discretion in distinguishing among instruments, supplies and equipment that differ only in small details.

**FACTOR 5: SCOPE AND EFFECT:
Level 5-2 (75 points)**

The work involves the provision of sterile medical supplies, instruments and equipment to medical care providers in the CSU and Units. The work product directly affects the health of people injured during a disaster or major emergency.

**FACTOR 6:
PERSONAL CONTACTS:
Level 6-2 (25 points)**

Personal contacts are with the injured or sick and members of the CSU and NDMS Units who use sterile supplies, instruments and equipment.

**FACTOR 7:
PURPOSE OF CONTACTS:
Level 7-1 (20 points)**

Purpose of the contacts is to receive requests for medical supplies, equipment and instruments to clarify requests, and to provide advice concerning substitutes for supplies or functioning of equipment.

**FACTOR 8:
PHYSICAL DEMANDS:
Level 8-2 (20 points)**

The incumbent usually stands and moves from one part of his/her workstation to another while performing duties. There is a frequent requirement for lifting loads weighing 25 pounds from floor or ground level to chest level and occasional requirements for similarly lifting loads weighing 50 pounds. The incumbent may handle loads weighing several hundred pounds.

**FACTOR 9:
WORK ENVIRONMENT:
Level 9-2 (20 points)**

On a regular and recurring basis, the incumbent alternates between a contaminated environment and a carefully controlled clean environment. In both, the employee wears special clothing; hair covers, and shoe covers which can be uncomfortably warm. While handling contaminated medical supplies, equipment and instruments, the employee also uses rubber gloves and an apron. The work area is often hot and humid or cold and damp. The incumbent is subject to slipping on wet surface or injury due to falling objects. He/she is subject to burn from accidentally touching hot items, to cuts from sterile and contaminated instruments, supplies and equipment and infec-

tion from contact with cleaning agents. The incumbent is involved in regular and recurring risks of exposure to contagious diseases. The hazards of working around minute quantities of sterilizing gases are unknown. The employee often works around body fluids, mucus, excretions and bits of tissue, some of which may be foul smelling. The work area is noisy due

to the clatter of metal instruments, rumbling of carts, and operation of equipment. Use of some equipment may require use of ear protection.

TOTAL POINTS: 1185

GRADE CONVERSION: GS-0622-06

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Medical Supply Technician**

Series: **0622**

Grade: **06**

MINIMUM REQUIREMENTS

One year of specialized experience directly related to the NDMS Response Team position, equivalent to at least the next lower grade level in the Federal service. Specialized experience is experience in processing, assembling, troubleshooting, preparing, sterilizing, storing, and issuing sterile and non-sterile medical supplies and equipment. The applicant must possess knowledge of the technical names, general uses, physical characteristics, and operating conditions of medical supply items; knowledge of aseptic techniques; and skill in operating a washer-sterilizer, ultrasonic instrument cleaners, and gas and steam sterilizers. Examples of qualifying specialized experience include work as an operating room technician, medical instrument technician, nursing assistant, corpsman, or laboratory worker.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical and technician services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

MENTAL HEALTH SPECIALIST, GS-101-11

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

MENTAL HEALTH SPECIALIST, GS-101-11

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Mental Health Specialist of the disaster medical response team/ specialty/ or other and is responsible for planning and implementing mental health services for disaster victims and their families.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent works under the direction of the Mental Health Officer and assists in the planning and implementation of mental health services for disaster victims and their families.

Collaborates with local mental health programs and services in implementing and coordinating mental health services for disaster victims including children and their families. Identifies technical assistance and support mechanisms within the State, city or town to respond to the immediate crisis.

Identifies appropriate interventions and prevention services techniques and counseling for early identification of victims at risk of mental health and related problems. Consults with team members, local mental health workers and family members to identify needed clinical testing and evaluation procedures. Provides for and arranges professional assistance and consultation regarding treatment planning and other intervention efforts.

Evaluates mental health services available in local areas and installs networks for crisis intervention and assistance. Develops professional resource networks for provision of integrated multidisciplinary

services to disaster victims. Initiates special efforts to develop resources to serve the special needs of infants and children during disaster situations.

The incumbent must possess a license or registration as a professional mental health worker in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Possession of a certification in emergency social work or mental Health Association or equivalent is desirable.

Performs other duties as assigned.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-7 1250 Points

Professional knowledge of mental health practices and processes including assessment, treatment planning, treatment and follow-up, and prevention activities.

Skill to adapt new mental health theories, knowledge and methods to actual mental health care problems.

Ability to coordinate with State, local and community mental health resources and programs.

Ability to work collaboratively with Federal and State agencies, health care institutions, foundations, and etc.

Knowledge of functions, procedures, and goals of emergency medical disaster programs.

FACTOR 2: SUPERVISORY CONTROLS

Level 2-4 450 Points

Works under the professional supervision of the Mental Health Officer, who broadly defined the mental health mission, goals, objectives, and functions. The incumbent is expected to exercise professional independence in respect to operational activities. Incumbent is guided by policies, regulations, professional standards, procedures and directives.

FACTOR 3: GUIDELINES

Level 3-3 275 Points

Guidelines include OEP and ESF-8 policies and procedures. Much of the work requires team coordination and collaborative efforts. Incumbent must use judgment and innovative approaches in addressing mental health needs of disaster victims and their families.

FACTOR 4: COMPLEXITY

Level 4-4 225 Points

The work is complex and covers broad mental health services including interventions and counseling and collaborative efforts with other resources including State, private and public groups, and foundations throughout the disaster area.

FACTOR 5: SCOPE AND EFFECT

Level 5-3 150 Points

At times emotional stress will be experienced when there are differences of opinion on program issues and when deadlines and unexpected changes in schedules occur.

The work requires continuing efforts to establish emergency services and to resolve problems that accompany this type of operation which involves professional representatives from various mental health groups as well as related disciplines.

**FACTOR 6:
PERSONAL CONTACTS**

**FACTOR 7:
PURPOSE OF CONTACTS**

Level 2c 145 Points

Contacts are with victims, their families, hospital personnel and mental health professionals and technical personnel (e.g. physicians, nurses, and supporting technical and administrative staff).

The purpose of the contacts is to provide or obtain mental health services with hospital personnel, health care professionals and technical support personnel. Contacts are essentially to exchange, provide and obtain information regarding care or to follow up with treatment services. Often these contacts require tact and sensitivity.

**FACTOR 8:
PHYSICAL DEMANDS**

Level 8-1 5 Points

The work requires exertion such as long periods of standing; walking over rough

and uneven surfaces; recurring bending, stooping, stretching etc.; recurring lifting of moderately heavy items or occasional lifting of heavy items (over 50 pounds). The work may require about average agility and dexterity. The work may also require working long hours without rest or relief and may require defending oneself or others against physical attack.

**FACTOR 9:
WORK ENVIRONMENT**

Level 9-1 5 Points

The work environment involves moderately high risks or discomforts which require special precautions, e.g., working with risk of exposure to contagious disease, radiation or infection or in working with emotionally individuals. Precautions are routine for nearly all situations. The work environment may involve high risks of exposure to potentially dangerous situations where conditions cannot be controlled.

**TOTAL POINTS: 2505
GRADE CONVERSION: GS-11**

QUALIFICATION STANDARDS

JOB CATEGORY

Title: Mental Health Specialist
Series: 0101
Grade: 11

BASIC REQUIREMENTS

Education

A degree in behavioral or social sciences, or related disciplines appropriate to the position.

OR

A combination of education and experience that provided applicants with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

OR

Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

ADDITIONAL REQUIREMENTS

One year of specialized professional experience directly related to the NDMS response team position equivalent to the GS-09 level in the Federal service.

OR

Three full years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree.

DESIRABLE QUALIFICATIONS

- Must possess a license or registration to practice in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.
- Training in disaster medical services.
- Knowledge of NIIMS/ICS.
- Possess interpersonal skills and the ability to interact with the public.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

PSYCHOLOGIST (GENERAL), GS-180-13

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

MENTAL HEALTH OFFICER, GS-180-13

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Mental Health Officer of the disaster response team/ specialty/ or other and is responsible for planning and implementing mental health services for disaster victims and their families, as well as disaster response personnel working on-site of the disaster or major emergency.

MAJOR DUTIES AND RESPONSIBILITIES

In collaboration with local mental health programs and services, implements and coordinates mental health services for disaster victims including children and their families. Identifies technical assistance and support mechanisms within the State, City or town to respond to the immediate crisis.

Identifies appropriate interventions and prevention techniques and counseling for early identification of victims and responders at risk of mental health and related problems. Consults with team members, local mental health workers and family members to identify needed clinical testing and evaluation procedures for disaster victims. Provides for and arranges professional assistance and consultation regarding treatment planning and other intervention efforts.

Evaluates mental health services available in local areas and installs networks for crisis intervention and assistance. Develops professional resource networks for provision of integrated multidisciplinary services to disaster victims. Initiates special efforts to develop resources to serve the special needs of infants and children during disaster service.

Monitors incident stress levels of team members and implements stress reduction measures as necessary.

Keeps abreast of programs and services in the field of mental health especially in the areas of stress management and crisis intervention.

OTHER SIGNIFICANT FACTS

Must possess a license or registration as a professional psychologist in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Experience in dealing with incident stress situations is essential.

Performs other duties as assigned.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent works under the broad direction of the Team Leader in charge of the Clearing-Staging Unit (CSU) and assists in the planning and implementation of activities related to mental health services for disaster victims and their families. Work is reviewed in terms of meeting the overall objectives of the disaster mission.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Mental Health Officer** (NDMS organizational title)
Psychologist (General) (OPM official title)

Series: **0180**

Grade: **13**

BASIC REQUIREMENTS

Education

A bachelor's degree with a major or equivalent in Psychology.

ADDITIONAL REQUIREMENTS

One year of specialized experience directly related to the NDMS response team position equivalent to the GS-12 level in the Federal service.

Qualification Standards continue, next page . . .

Qualification Standards, continued

LICENSURE REQUIREMENT

Must possess a valid and unrestricted license/certificate to practice in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Training in disaster medical services.
- Knowledge of NIIMS/ICS.
- Possess interpersonal skills and the ability to interact with the public.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

SUPERVISORY MENTAL HEALTH SPECIALIST, GS-101-14

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

FAMILY ASSISTANCE DIVISION SUPERVISOR, GS-101-14

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as the Family Assistance Division Supervisor and is responsible for coordinating, providing, and exchanging information between the activities of the morgue and

the families of deceased disaster victims, including next of kin notifications, autopsies, and disposition of victims remains.

MAJOR DUTIES AND RESPONSIBILITIES

Coordinates the location of, and sets up the Family Assistance Center (FAC) with the approval of local and NDMS mortuary authorities.

Establishes and supervises the FAC activities, including operating procedures, counseling, and the kind and level of mental health workers required to staff the FAC.

Ensures discretion and confidentiality among staff of all verbal and written documentation concerning the deceased, next of kin, and family members.

Directs the work of staff members in collaborating with the Medical Examiner/Coroner during notification of positive identification to the next of kin. Ensures the exercise of professional judgment in obtaining ante mortem information from the next of kin of deceased to the Medical Examiner/Coroner.

Supervises the work of professional mental health workers (e.g., social workers, psychologists, mental health counselors) engaged in the work of the FAC. The grades of the mental health staff range from GS-11 to GS-13. Selects employees for vacant FAC positions; trains employees; hears and resolves complaints; recommends annual performance evaluations; etc.

Represents the Operations Section Chief in dealing with local and state officials, the public, and visitors from other Federal organizations.

Prepares reports and required documents in accordance with supervisor instructions.

Extensive knowledge of NIIMS/ICS is required.

Counseling skills and the ability to manage subordinates in stressful work environments is required.

Extensive knowledge of FAC methods to deal with families of disaster victims is required.

Performs other duties as assigned.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent works under the broad direction of the Operations Section Chief and plans, develops and implements activities relative to family assistance services for disaster victims and their families. Work is reviewed in terms of meeting the overall objectives of the disaster response mission.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Family Assistance Division Supervisor** (NDMS organizational title)
Supervisory Mental Health Specialist (OPM official title)

Series: **0101**

Grade: **14**

BASIC REQUIREMENTS

A. Degree: that included at least 24 semester hours of course work in the behavioral or social sciences.

OR

B. Combination of education and experience that included at least 24 semester hours of course work in the behavioral or social sciences, and

Qualification Standards continue, next page . . .

Qualification Standards, continued

that provided applicants with knowledge of the behavioral or social sciences equivalent to a 4-year degree as shown in A above.

ADDITIONAL REQUIREMENTS

One year of specialized professional experience equivalent to the GS-13 level in the Federal service. Supervisory experience is required.

DESIRABLE QUALIFICATIONS

- A valid and unrestricted license/certification to practice in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.
- Experience in disaster and/or mass medical evacuation operations.
- Training in disaster medical services.
- Knowledge of NIIMS/ICS.
- Possess interpersonal skills and the ability to interact with the public.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

PRACTICAL/VOCATIONAL NURSE, GS-0620-05

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

PRACTICAL/VOCATIONAL NURSE, GS-0620-05

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Practical Nurse provides technical nursing care as a licensed practical nurse or Vocational Nurse and as a member of the nursing staff on the NDMS response teams. The Practical Nurse reports directly to the Supervisory Nurse.

MAJOR DUTIES AND RESPONSIBILITIES

Provides direct supportive nursing care to patients who have been injured or have become ill as result of a disaster; or were already on medical treatment before the disaster.

Observes and records patient condition. Checks vital signs and ascertains whether or not the patient is bleeding, in shock or appears to have a broken bone and takes appropriate first aid measures.

Responds to emergency situations such as cardiopulmonary arrest. Recognizes the need for emergency measures and calls for professional assistance.

Performs or assists in performing a range of treatment procedures including application and changing of dressing; monitors intravenous fluids; inserts urethral catheters and nasogastric tubes. Sets up and operates any special equipment needed with these procedures.

Prepares and administers prescribed medications (oral, topical, subcutaneous, and intramuscular) to those patients who are on prescribed medical treatment.

Supervises and assists in patient transport, if necessary.

Provides for emotional support, physical comfort and safety of patients.

Participates in patient care planning as a member of the nursing team.

Performs other related duties as assigned.

Must have a valid and unrestricted license or registration to practice in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. In addition, the incumbent must possess current Basic Cardiac Life Support (BCLS) certification.

It is recommended that the incumbent be oriented in disaster medical or nursing services.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-3 (350 points)

Knowledge and skill sufficient to perform a moderately difficult range of nursing care requiring licensure as a practical nurse or vocational nurse and sufficient experience to serve as a response member the nursing team.

Knowledge and skill sufficient to provide standardized therapeutic patient care and interaction techniques for the purpose of establishing effective relationships with patients and interacting with members of the treatment team.

Knowledge and skill sufficient to observe expected results of nursing care for the purpose of reporting and exchanging information with the treatment team.

Knowledge and skill sufficient to use terminology for describing patient reactions, patient care and medication for the purpose of instructing patients.

FACTOR 2: SUPERVISORY CONTROLS

Level 2-2 (125 points)

The Supervisory Nurse makes patient assignments by providing general instructions and information prevailing at the disaster site. The incumbent performs recurring daily assignments independently; specific instructions when required, are given only in new or unfamiliar situations.

FACTOR 3: GUIDELINES

Level 3-2 (125 points)

The incumbent uses judgement in meeting patient's needs by selecting and adapting nursing care procedures. Selects the most appropriate guidelines based on the patient's condition, patient's treatment plan, medical history, and general conditions existing in the disaster area. Significant deviations or new situations for which guidelines are not available are referred to the Supervisory or Staff Nurse.

FACTOR 4: COMPLEXITY

Level 4-3 (150 points)

The work consists of choosing the proper nursing care procedure pertinent to the situation. Treatment procedures may range from application of hot and cold packs or dressing a wound to catheterization of patients or setting up medical equipment (such as respirators). Differences in patient care are decided by the

incumbent based on readily identifiable differences in the condition of patients. The incumbent can vary patient care accordingly.

FACTOR 5: SCOPE AND EFFECT**Level 5-2 (75 points)**

The work consists of performing standardized nursing care services, which contribute to the patients care and welfare.

**FACTOR 6:
PERSONAL CONTACTS****Level 6-2 (25 points)**

The incumbent has personal contacts with designated patients, family members, and with members of the treatment team consisting of medical officers, nurses, practical nurses, nursing assistants and all other supportive personnel.

**FACTOR 7:
PURPOSE OF CONTACTS****Level 7-1 (50 points)**

Contacts with patients are for the purpose of influencing and controlling fearful, skeptical or uncooperative patients and motivating them to accept treatment. Contacts with the treatment team are for the purpose of providing information for

and receiving information concerning the treatment. Contacts with family members are for the purpose of motivating the family to accept the patient's illness, injury or medical condition.

**FACTOR 8:
PHYSICAL DEMANDS****Level 8-2 (20 points)**

The work requires regular and recurring standing, walking, bending, lifting, stooping and stretching. The incumbent has constant need to defend self and others from the physical attack of patients.

**FACTOR 9:
WORK ENVIRONMENT****Level 9-2 (20 points)**

The work is preferably performed inside a shelter or otherwise is performed outdoors. These areas may not be adequately heated and ventilated. Work areas are noisy with recurring turbulence and unpredictable conditions generated by patients. The incumbent may be subject to physical attack from patients and exposure to contagious diseases.

TOTAL POINTS: 940 POINTS
GRADE CONVERSION: GS-0620-05

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Practical or Vocational Nurse**

Series: **0620**

Grade: **05**

BASIC REQUIREMENTS

One year of specialized experience directly related to the NDMS Response Team position, equivalent to at least the GS-04 level in the Federal service. Qualifying experience includes nursing care work in a hospital, outpatient clinic, nursing home, or other supervised medical, nursing, or patient care facility that provided a practical knowledge of human body structure and sterile techniques and procedures, performing such duties as:

- Providing pre and post-operative patient care
- Observing, recording, and reporting changes in behavior of mentally ill patients
- Providing reassurance and encouragement to mentally ill patients
- Assisting surgeons and registered nurses in operating room activities, including passing instruments, maintaining sterile conditions, and draping and positioning patients
- Setting up and operating special medical equipment and apparatus

LICENSURE REQUIREMENT

Applicant must be currently licensed to practice as practical or vocational nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Orientation in disaster medical and nursing services.
- Basic Life Support (BLS) training and/or certification.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

NURSE, GS-0610-05

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

STAFF NURSE, GS-0610-05

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Nurse provides limited professional nursing care to those who are injured or have become ill due to a disaster or major emergency. The Nurse reports directly to the Supervisory Nurse.

MAJOR DUTIES AND RESPONSIBILITIES

Provides treatment to accident victims not requiring complex emergency nursing techniques and procedures.

Prepares and reviews patient records. Observes and records patient condition and assesses nursing care needs.

Provides basic nursing care to patients based on the physical, mental, and emotional needs of the patient.

Administers medications and treatments authorized by physicians.

Records information on patients' chart and maintains accurate records of intake and output.

Assists in the performance of the less complex tests, examinations, and treatments.

Performs other related duties as assigned.

The incumbent must possess a license or registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. In addition, the incumbent must possess current Basic Cardiac Life Support (BCLS) certification.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-5 (750 points)

Knowledge of and ability to apply professional nursing principles, procedures and techniques to patients requiring routine care.

Knowledge and skill to recognize adverse signs and symptoms and to react promptly to emergency situations such as treatment for shock, resuscitation, hemorrhaging, etc.

Knowledge and skill to use medical equipment and techniques such as oxygen equipment, resuscitator, etc.

Knowledge and skill to gain the cooperation of patients and families some of whom are suspicious and resistant.

FACTOR 2: SUPERVISORY CONTROLS:

Level 2-1 (25 points)

The incumbent works under the direct supervision of the Supervisory Nurse who makes general assignments but receives medical direction from the medical officers. The physicians provide medical instructions concerning assigned patients. The incumbent participates in the plans, schedules, and provides specific nursing care with specific instructions for each patient. He/she will handle emergencies based in best judgment; however, any emergency or unusual problem will be reported to the medical officer or supervisory nurse for assistance as soon as possible. The supervisor discusses assigned patients at some time during

the shift. Work is subject to review for adherence to professional standards sometime during the rounds.

FACTOR 3: GUIDELINES:

Level 3-1 (25 points)

Guidelines are available for every possibility. The incumbent uses judgment in interpreting guidelines and determining a course of action from an assessment of the patient's symptoms and behavior.

FACTOR 4: COMPLEXITY:

Level 4-2 (75 points)

Nurse assignments involve the use of knowledge, skills and judgment in performing the less difficult functions that differ with the needs of each patient. The incumbent must recognize and respond appropriately to deviations from normal and must use procedures that will best serve the needs of the patients. The incumbent will be involved in a variety of such procedures as preparing patients for examination, assisting during the examination, and administering prescribed medication and treatments. Gives injections, administers oxygen in emergencies, applies dressing, takes and records temperature, pulse, respiration and blood pressure. Draws blood for tests. Obtains and labels specimens for laboratory analysis.

FACTOR 5: SCOPE AND EFFECT: Level 5-1 (25 points)

The nature of the incumbent's work is to provide limited nursing care for patients. The results of the work affect the physical and emotional well being of the patients and the overall attitude of their families.

FACTOR 6:**PERSONAL CONTACTS:****Level 6-1 (25 points)**

Contacts are with patients, their families, and with health care professionals and technical personnel (e.g., physicians, other nurses and supporting technical and administrative staff).

FACTOR 7:**PURPOSE OF CONTACTS:****Level 7-1 (25 points)**

The purpose of the contacts is to influence and motivate patients to care for themselves, improve their habits, follow medical orders, etc. Contacts are essentially to exchange, provide and obtain information regarding the patients treatment. Contacts with families are to counsel them to encourage the patient to improve or change living or health habits. Often these contacts require great tact and sensitivity.

FACTOR 8:**PHYSICAL DEMANDS:****Level 8-2 (20 points)**

The work requires some physical exertion such as long periods of standing; walking

over rough and uneven surfaces; recurring bending, stooping, stretching etc; recurring lifting of moderately heavy items or occasional lifting of heavy items (over 50 pounds). The work may require above average agility and dexterity. The work may require long hours without rest or relief and may require defending oneself or others against physical attack.

FACTOR 9:**WORK ENVIRONMENT:****Level 9-2 (20 points)**

The work environment involves moderately high risks or discomforts, which require special precautions, e.g., working with risk of exposure to contagious disease, radiation or infection or in working with emotionally disturbed patients. Precautions are routine for nearly all situations. Nurses may be required to use protective clothing or gear. The work environment may involve high risks or exposure to potentially dangerous situations where conditions cannot be controlled.

TOTAL POINTS: 990 POINTS**GRADE CONVERSION: GS-0610-05**

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Staff Nurse** (NDMS organizational title)
Nurse (OPM official title)

Series: **0610**

Grade: **05**

BASIC REQUIREMENTS

Education

Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

ADDITIONAL REQUIREMENT

One year of specialized experience directly related to the NDMS Response Team position, equivalent to at least the next lower grade in the Federal service.

Education may be substituted for experience as follows:

- Bachelor's degree in nursing = GS-05

LICENSURE REQUIREMENT

Applicant must possess a current license/registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Certification as an adult, family, or emergency nurse.
- Advanced Cardiac Life Support (ACLS) training and/or certification.
- Certification in emergency department nursing by the Emergency Nurses' Association or equivalent.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

NURSE, GS-0610-07

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

STAFF NURSE, GS-0610-07

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Nurse provides required professional nursing care to those who are injured or have become ill due to a disaster or major emergency. The incumbent reports directly to the Supervisory Nurse.

MAJOR DUTIES AND RESPONSIBILITIES

Provides emergency treatment to accident victims.

Prepares and reviews patient records.

Observes and records patient condition and assesses nursing care needs.

Provides basic nursing care to patients based on the physical, mental, and emotional needs of the patient.

Administers medications and treatments authorized by physicians.

Records information on patients' chart and maintains accurate records of intake and output.

Assists in the performance of tests, examinations, and treatments.

Performs other related duties as assigned.

The incumbent must possess a license or registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. In addition, the incumbent must possess current Basic Cardiac Life Support (BCLS) certification.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION:

Level 1-6 (950 points)

Knowledge and ability to apply professional nursing principles, procedures, and techniques to patients with specific medical conditions.

Knowledge, ability, and skill to use specialized medical equipment and techniques such as oxygen equipment, resuscitator, etc.

Knowledge of normal and abnormal response to spinal, general, and local anesthetics.

Knowledge of pharmaceuticals, their desired effects, side effects, and complications of their use.

Knowledge and ability to participate in developing a nursing plan to meet the needs of patients.

Knowledge and ability to gain the cooperation of patients and families some of whom are suspicious and resistant.

FACTOR 2: SUPERVISORY CONTROLS:

Level 2-2 (125 points)

The supervisor works under the direct supervision of the Supervisory Nurse who makes general assignments but receives medical direction from the medical officers. The physicians provide medical instructions concerning assigned patients. The incumbent plans, schedules and provides comprehensive nursing care with specific instructions for each patient.

The incumbent may modify nursing care procedures as conditions warrant. The incumbent will handle emergencies based on best judgment; however, any emergency or unusual problem will be reported to the medical officer or supervisory nurse for assistance as soon as possible. The supervisor discusses assigned patients at some time during the shift. Work is subject to review for adherence to professional standards sometime during the rounds.

FACTOR 3: GUIDELINES:

Level 3-2 (125 points)

Guidelines are available but do not provide specific instructions for every possibility. The incumbent uses judgment in interpreting guidelines and determining a course of action from an assessment of the patients' symptoms and behavior.

FACTOR 4: COMPLEXITY:

Level 4-3 (150 points)

Nurse assignments involve the use of knowledge, skills, and judgment in performing the less complex functions based on needs of each patient. The incumbent must recognize and respond appropriately to deviations from normal and must use procedures that will best serve the needs of the patients. The incumbent will be involved in a variety of such procedures as preparing patients for examination, assisting during the examination, and administering prescribed medication and treatments. Gives hypodermic injections, administers oxygen in emergencies, applies dressings, takes and records temperature, pulse, respiration and blood pressure. Draws blood for tests and

obtains and labels specimens for laboratory analysis.

**FACTOR 5: SCOPE AND EFFECT:
Level 5-2 (75 points)**

The nature of the incumbent's work is to plan and provide direct nursing care for patients. The results of the work affect the physical and emotional well being of the patients and the overall attitude of their families.

**FACTOR 6:
PERSONAL CONTACTS:
Level (25 points)**

Contacts are with patients, their families, hospital personnel, and with health care professionals and technical personnel (e.g., physicians, other nurses, and supporting technical and administrative staff).

**FACTOR 7:
PURPOSE OF CONTACTS:
Level (50 points)**

The purpose of the contacts is to influence and motivate patients to care for themselves, improve their habits, follow medical orders, etc. With hospital personnel, health care professionals and technical support personnel, contacts are essentially to exchange, provide and obtain information regarding the patients treatment. Contacts with families are to counsel them to encourage the patient to improve or change living or health habits. Often these contacts require great tact and sensitivity.

**FACTOR 8:
PHYSICAL DEMANDS:
Level 8-2 (20 points)**

The work requires some physical exertion such as long periods of standing; walking over rough and uneven surfaces; recurring bending, stooping, stretching, etc.; recurring lifting of moderately heavy items or occasional lifting of heavy items (over 50 pounds). The work may require about average agility and dexterity. The work may also require working long hours without rest or relief and may require defending oneself or others against physical attack.

**FACTOR 9:
WORK ENVIRONMENT:
Level 9-2 (20 points)**

The work environment involves moderately high risks or discomforts, which require special precautions, e.g., working with risk of exposure to contagious disease, radiation or infection or in working with emotionally disturbed patients. Precautions are routine for nearly all situations. Nurses may be required to use protective clothing or gear. The work environment may involve high risks of exposure to potentially dangerous situations where conditions cannot be controlled.

**TOTAL POINTS: 1540 POINTS
GRADE CONVERSION: GS-0610-07**

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Staff Nurse** (NDMS organizational title)
Nurse (OPM official title)

Series: **0610**

Grade: **07**

BASIC REQUIREMENTS

Education

Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

ADDITIONAL REQUIREMENT

One year of specialized experience directly related to the NDMS Response Team position, equivalent to at least the next lower grade in the Federal service.

Education may be substituted for experience as follows:

- 1 year graduate nursing = GS-07

LICENSURE REQUIREMENT

Applicant must possess a current license/registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Certification as an adult, family, or emergency nurse.
- Advanced Cardiac Life Support (ACLS) training and/or certification.
- Certification in emergency department nursing by the Emergency Nurses' Association or equivalent.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

NURSE, GS-0610-09

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

STAFF NURSE, GS-0610-09

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Nurse either provides required professional nursing care to those who are injured or have become ill due to a disaster or major emergency. The Nurse reports directly to the Supervisory Nurse.

MAJOR DUTIES AND RESPONSIBILITIES

Provides emergency treatment to accident victims.

Prepares and reviews patient records.

Observes and records patient condition and assesses nursing care needs.

Provides comprehensive nursing care to patients based on the physical, mental and emotional needs of the patient.

Administers medications and treatments authorized by physicians.

Records information on patients' chart and maintains accurate records of intake and output.

Assists in the performance of tests, examination, and treatment.

Directs the work of aides, technicians, and licensed practical nurses.

Performs other related duties as assigned.

The incumbent must possess a license or registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory

of the United States. In addition, the incumbent must possess current Basic Cardiac Life Support (BCLS) certification.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION:

Level 1-6 (950 points)

Knowledge and ability to apply professional nursing principles, procedures and techniques to patients with a wide variety of conditions.

Knowledge, ability, and skill to recognize adverse signs and symptoms and to react promptly to emergency situations such as treatment for shock, resuscitation, hemorrhaging, etc.

Knowledge and ability to use specialized medical equipment and techniques such as oxygen equipment, resuscitator, etc.

Knowledge of normal and abnormal response to spinal, general, and local anesthetics.

Knowledge of pharmaceuticals, their desired effects, side effects, and complications of their use.

Knowledge and ability to develop or participate in developing a nursing plan to meet the needs of patients.

Knowledge and ability to plan and direct the work of supporting technical nursing staff.

Knowledge and ability to gain the cooperation of patients and families some of whom are suspicious and resistant.

FACTOR 2: SUPERVISORY CONTROLS:

Level 2-3 (275 points)

The incumbent works under the supervision of the Supervisory Nurse who makes general assignments but receives medical direction from the medical officers. The physicians provide medical instructions concerning assigned patients. The incumbent independently plans, schedules, and provides comprehensive nursing care without specific instructions for each patient. The incumbent will modify nursing care procedures as conditions warrant. The incumbent will handle emergencies based on best judgment; however, any emergency or unusual problem will be reported to the medical officer or supervisory nurse for assistance as soon as possible. The supervisor discusses assigned patients at some time during the shift. Work is subject to review for adherence to professional standards sometime during the rounds.

FACTOR 3: GUIDELINES:

Level 3-3 (275 points)

Guidelines are available but don't provide specific instructions for every possibility. The incumbent uses judgment in interpreting guidelines and determining a course of action from an assessment of the patient's symptoms and behavior.

FACTOR 4: COMPLEXITY:

Level 4-3 (150 points)

Nurse assignments involve the use of knowledge, skills, and judgment in performing complex functions that differ with the needs of each patient. The incumbent must recognize and respond appropriately

to deviations from normal and must use procedures that will best serve the needs of the patients. The incumbent will be involved in a variety of such procedures as preparing patients for examination, assisting during the examination, and treatments. Gives hypodermic injections, administers oxygen in emergencies, applies dressings, takes and records temperature, pulse, respiration, and blood pressure. Draws blood for tests and obtains and labels specimens for laboratory analysis. Assists the medical officer in minor surgical procedures such as repair of lacerations, abscess draining, and assists in applying casts and dressings.

**FACTOR 5: SCOPE AND EFFECT:
Level 5-3 (150 points)**

The nature of the incumbent work is to plan and provide comprehensive nursing care for patients. The results of the work affect the physical and emotional well being of the patients and the overall attitude of their families.

**FACTOR 6:
PERSONAL CONTACTS:
Level 6-3 (60 points)**

Contacts are with patients, their families, hospital personnel, and with health care professionals and technical personnel (e.g., physicians, other nurses, and supporting technical and administrative staff.

**FACTOR 7:
PURPOSE OF CONTACTS:
Level 7-3 (120 points)**

The purpose of the contacts is to influence and motivate patients to care for themselves, improve their habits, follow medical orders, etc. With hospital personnel, health care professionals and techni-

cal support personnel, contacts are essentially to exchange, provide, and obtain information regarding the patients treatment. Contacts with families are to counsel them, to encourage the patient, to improve, or change living or health habits. Often these contacts require great tact and sensitivity.

**FACTOR 8:
PHYSICAL DEMANDS:
Level 8-2 (20 points)**

The work requires some physical exertion such as long periods of standing; walking over rough and uneven surfaces; recurring bending, stooping, stretching, etc; recurring lifting of moderately heavy items or occasional lifting of heavy items (over 50 pounds). The work may require above average agility and dexterity. The work may also require working long hours without rest or relief and may require defending oneself or others against physical attack.

**FACTOR 9:
WORK ENVIRONMENT:
Level 9-2 (20 points)**

The work environment involves moderately high risks or discomfort, which require special precautions, e.g., working with risk of exposure to contagious disease, radiation or infection or in working with emotionally disturbed patients. Precautions are routine for nearly all situations. Nurses may be required to use protective clothing or gear. The work environment may involve high risks of exposure to potentially dangerous situations where conditions cannot be controlled.

**TOTAL POINTS: 2020 POINTS
GRADE CONVERSION: GS-0610-09**

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Staff Nurse** (NDMS organizational title)
Nurse (OPM official title)

Series: **0610**

Grade: **09**

BASIC REQUIREMENTS

Education

Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

ADDITIONAL REQUIREMENT

One year of specialized experience directly related to the NDMS Response Team position, equivalent to at least the next lower grade in the Federal service.

Education may be substituted for experience as follows:

- Master's degree in nursing = GS-09

LICENSURE REQUIREMENT

Applicant must possess a current license/registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Certification as an adult, family, or emergency nurse.
- Advanced Cardiac Life Support (ACLS) training and/or certification.
- Certification in emergency department nursing by the Emergency Nurses' Association or equivalent.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

SUPERVISORY CLINICAL NURSE, GS-0610-11

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

SUPERVISORY CLINICAL NURSE, GS-0610-11

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Supervisory Clinical Nurse supervises the nursing staff performing nursing duties at the site of or nearby a disaster or major emergency. The Supervisory Clinical Nurse reports directly to the Supervisory Nurse Specialist.

MAJOR DUTIES AND RESPONSIBILITIES

Supervises the nursing staff who are performing nursing duties at the site of or nearby a disaster or major emergency. Nursing staff supervised consists of professional nurses, licensed practical nurses, and nursing assistants. Carries out a full range of administrative duties in the performance of supervisory responsibilities.

Assesses nursing needs to provide safe and efficient nursing care.

Participates with the interdisciplinary team (e.g., Supervisory Nurse Specialist, medical officers, and technical nursing assistants) in defining policies and developing the total disaster care program for patients.

Works collaboratively with medical officers in the identification and management of disaster patients.

Performs triage of patients on entry to medical services.

Assesses injuries and illnesses; performs resuscitation, inserts intravenous lines, and inserts esophageal airways; and treats shock victims.

Examines, treats wounds, and performs diagnostic tests.

Maintains complete and current clinical and nursing records.

Performs other related duties as assigned.

Must possess a current license or registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION:

Level 1-7 (1250 points)

Professional knowledge of a wide range of nursing concepts, principles, and practices to perform highly specialized nursing assignments (e.g., disaster or emergency nursing services).

Knowledge and ability to evaluate patient condition and behavior resulting from affects of disaster or emergency; recognizes deviations from normal; and reviews findings with attending physician.

Knowledge of medical care and treatment for seriously ill or injured patients and ability to interpret nursing care plan to patient and family members.

Knowledge and ability to assess injuries and illnesses, examine and treat wounds, and perform life saving measures, e.g., resuscitation, esophageal airways, etc.

Knowledge to assess nursing needs and safe and efficient nursing services.

FACTOR 2: SUPERVISORY CONTROLS:

Level 2-4 (450 points)

The incumbent performs under general supervision of the Supervisory Nurse Specialist. Within established objectives, works out new and revised methods, practices, and procedures with members of the nursing staff and attending physicians. Discusses plans of treatment with the nursing staff and physician-in-charge and solves all but the most acute problems on own initiative. Work is evaluated on the basis of demonstrated professional nursing ability, skill and judgment in caring for patients.

FACTOR 3: GUIDELINES:

Level 3-3 (275 points)

Guidelines are available but are not completely applicable to every situation likely to be encountered. The incumbent uses judgment in interpreting and, with some patient situations, adapting guidelines (e.g., assessing the condition of patients; evaluating deviations from normal reactions and initiating emergency treatment personally or through the nursing staff).

FACTOR 4: COMPLEXITY:

Level 4-4 (225 points)

The work covers a range of independent assignments from assessment through treating minor wounds and illnesses and emergency procedures. Constantly observes patients and interprets and evaluates the meaning of their reactions and behavior. The work requires making decisions regarding comprehensive nursing care for individuals who have been affected by unusual circumstances.

FACTOR 5: SCOPE AND EFFECT:**Level 5-4 (225 points)**

The purpose of the work is to establish criteria and assess effectiveness of patient treatment. Evaluation and observations used by the nurse are relied on by the physician to further modify and develop treatment. The work has in immediate affect on patient's physical well being and will have impact on their families.

FACTOR 6:**PERSONAL CONTACTS:****Level 6-2 (25 points)**

Contacts are with patients, their families, hospital personnel, and with health care professionals and technical personnel (e.g., physicians, other nurses, and supporting technical and administrative staff).

FACTOR 7:**PURPOSE OF CONTACTS:****Level 7-3 (120 points)**

Contacts with patients are to provide nursing care, motivate and relieve fears of those who are skeptical and persuade them to cooperate with physician's instructions. Contacts with other nurses, technical staff, physicians, and hospital personnel are to exchange information. Contacts with patients families are to provide information patients condition and to counsel family on care required after release from treatment or from the hospital.

FACTOR 8:**PHYSICAL DEMANDS:****Level 8-2 (20 points)**

The work requires some physical exertion such as long periods of standing; walking over rough and uneven surfaces; recurring bending; stooping, stretching, etc.; recurring lifting of heavy items (over 50 pounds). The work may require above average agility and dexterity. The work may also require working long hours without rest or relief and may require defending oneself or others against attack.

FACTOR 9:**WORK ENVIRONMENT:****Level 9-2 (20 points)**

The work environment involves moderately high risks or discomfort, which require special precautions, e.g., working with risk of exposure to contagious disease, radiation or infection or in working with emotionally disturbed patients. Precautions are routine for nearly all situations. Nurses may be required to use protective clothing or gear. The work environment may involve high risks of exposure to potentially dangerous situations where conditions cannot be controlled.

TOTAL POINTS: 2610 POINTS**GRADE CONVERSION: GS-0610-11**

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Supervisory Clinical Nurse**
Series: **0610**
Grade: **11**

BASIC REQUIREMENTS

Education

Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

Additional Requirement

One year of specialized experience directly related to the NDMS Response Team position, equivalent to at least the GS-09 level in the Federal service.

OR

Completion of all requirements for a doctoral degree (Ph.D. or equivalent) or 3 full years of progressively higher level graduate education.

Supervisory experience is required.

Licensure Requirement

Applicant must possess a current license/registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Certification as an adult, family, or emergency nurse.
- Advanced Cardiac Life Support (ACLS) training and/or certification.
- Certification in emergency department nursing by the Emergency Nurses' Association or equivalent.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

SUPERVISORY NURSE SPECIALIST, GS-0610-13

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

SUPERVISORY NURSE SPECIALIST, GS-0610-13

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Supervisory Nurse Specialist supervises the nursing care operations including performance of nursing care by technical staff. He/she may also perform direct nursing services. The Supervisory Nurse Specialist reports to the Operations Chief.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as the Head Nurse providing leadership, direction, and supervision of nursing care operations when activated under NDMS.

Supervises performance of nursing care provided by technical staff to persons injured by disasters and major emergencies. Nursing staff supervised includes the Supervisory Clinical Nurse, Practical Nurses, Licensed Practical Nurses, and Nursing Assistants. Carries out a full range of administrative duties in the performance of supervisory responsibilities.

Works collaboratively with medical officers, administrative officers, and other staff in the organization and management of disaster operations and facilities.

Identifies and assesses needs, trends, issues, and developments which will have impact on nursing services.

Serves as the focal point for the identification and analysis of problems and issues affecting nursing services and recommends actions to overcome them.

Ensures compliance with established procedures and protocols including maintaining professional nursing standards.

Performs direct nursing services, if required, including accessing injuries and illnesses and performing or assisting in performing advanced trauma life support procedures and diagnostic tests as requires.

Performs other related duties as required to facilitate efficient nursing care operations.

Incumbent must possess a license or registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

EVALUATION FACTORS

FACTOR 1:

KNOWLEDGE REQUIRED BY THE POSITION:

Level 1-8 (1550 points)

Mastery of the knowledges of the principles, practices, and techniques of nursing and the latest developments in the field required for the solution of complex health care problems created by disasters and major emergencies.

Professional knowledge of nursing in a clinical and emergency nursing environment plus experience in nursing administration.

Knowledge of Federal health planning and nursing education and the "State-of-the-Art".

Knowledge of current national trends, practices, philosophies, and needs in the field of nursing.

Knowledge and communication skills necessary in providing expert profes-

sional and technical consultation to a variety of health care professionals, groups, and organizations.

Knowledges and understanding of the relationship of the Federal Government to Regional, State and local agencies, national voluntary agencies, professional associations, and constituency groups.

Ability to provide program guidance in the development of standards, guidelines, and regulations pertaining to the specialty field of disaster and emergency nursing services.

FACTOR 2:

SUPERVISORY CONTROLS:

Level 2-5 (650 points)

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The incumbent has responsibility for planning, designing, and carrying out programs, projects, or other work independently. Results of the work are considered as technically authoritative and are normally accepted without change. Work is reviewed only in terms of overall results in providing quality-nursing services during disasters and major emergencies.

FACTOR 3:

GUIDELINES:

Level 3-5 (650 points)

Any available guidelines specifically dealing with disasters, etc., are broadly stated and nonspecific, e.g., broad and general policy statements. Incumbent must use judgment and ingenuity in interpreting the intent of the guides that exist and in developing applications to specific areas of responsibility. Incumbent is recognized

as a nursing authority in the development and interpretation of the guidelines.

**FACTOR 4:
COMPLEXITY:**

Level 4-5 (325 points)

The work requires the application of a broad knowledge of nursing practice, service, and education, and understanding of interrelationships among those elements. Issues addressed in work situations require analysis, interpretation, and application of numerous and unrelated methods and processes applied to broad range of situations. Assignments have a wide range of activities occurring at the same time, often of an emergency nature requiring knowledge of a wide variety of medical facilities and personnel resources available. The official assignment as nursing supervisor requires conceptualization and definition of issues and a substantial depth of analysis and understanding of the delivery of emergency nursing services in emergency situations to varied population groups in a multitude of differing cultures, geographic locations, and levels of medical and social sophistication. The work requires the development of new techniques and the establishment of new policies and guidelines which impact on how nursing skills and nursing services will be utilized during disasters and emergencies.

**FACTOR 5: SCOPE AND EFFECT:
Level 5-3 (150 points)**

The work performed is essential and basic to the establishment, extension, and improvement of nursing services involving medical care during disasters and

major emergencies. Within the context of broad policy determinations, work involves the development of guidelines and other materials to carry out Agency and NDMS objectives and legislative mandates. Issues to be addressed are complex, have effect over a long period of time, and may affect the entire national population.

**FACTOR 6:
PERSONAL CONTACTS:**

Level 6-3 (60 points)

Internal contacts include other service personnel within the Agency, NDMS personnel, and personnel of the NDMS response teams. Intra-agency contacts include program staff of PHS, the Department of Defense, Department of Veterans Affairs, Commissioned Officer Corps of the PHS, Indian Health Service, Office of the Deputy Surgeon General, Department of Transportation, Federal Emergency Management Agency. External contacts are with officials from the Regional Offices, State and local health departments, legislative and executive branches of the Federal Government, State Governors' Offices; institutions of higher learning and professional organizations such as the American Public Health Association, American Nurses Association, National League of Nursing, American Red Cross, American Hospital Association, National Association of State Emergency Medical Services Directors, etc. Contacts with other groups include discussion of emergency nursing services with private physicians, hospital officials and telephone inquiries from the general public and personnel offices.

FACTOR 7:**PURPOSE OF THE CONTACTS:****Level 7-3 (120 points)**

The purpose of the contacts is to assure sound understanding of the goals and objectives which underlie the efforts of personnel of the Agency and NDMS to provide the best possible nursing services under severe adverse conditions, i.e., during disasters and major emergencies. Contacts are to provide technical consultation and advice to providers of nursing services on the NDMS disaster teams; evaluate NDMS disaster teams effectiveness; participate in planning, developing, and conducting pertinent conferences, training sessions, and workshops, etc. Contacts take place at meetings, conferences, and site visits. Tact and persuasion are often required in dealing with frequently demanding and difficult situations. The work affects a wide range of agency activities and how the Agency and NDMS is perceived by the population at large.

FACTOR 8:**PHYSICAL DEMANDS:****Level 8-2 (20 points)**

The work is primarily sedentary. Typically the incumbent will sit at a desk to perform his/her duties, although there will be occasions on visits to field sites where the typical office setting will not be available. The incumbent may work long hours without rest or relief.

FACTOR 9:**WORK ENVIRONMENT:****Level 9-2 (20 points)**

The work environment involves everyday risks of discomforts typical of such places as offices; temporary portable field offices at disaster sites; meeting rooms; and a variety of classes of vehicles. There could be some hazardous duty situations created by the disasters or emergencies.

TOTAL POINTS: 3545 POINTS**GRADE CONVERSION: GS-0610-13**

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Supervisory Nurse Specialist**
Series: **0610**
Grade: **13**

BASIC REQUIREMENTS

Education

Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

Additional Requirement

One year of specialized experience directly related to the NDMS Response Team position, equivalent to at least the GS-12 level in the Federal service. Supervisory experience is required.

Licensure Requirement

Applicant must possess a current license/registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Certification as an adult, family, or emergency nurse.
- Advanced Cardiac Life Support (ACLS) training and/or certification.
- Certification in emergency department nursing by the Emergency Nurses' Association or equivalent.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

NURSE PRACTITIONER, GS-0610-11

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

NURSE PRACTITIONER, GS-0610-11

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Nurse Practitioner either provides or supervises required nursing care to those who are seriously injured due to a disaster or major emergency. The Nurse Practitioner reports directly to the Supervisory Nurse.

MAJOR DUTIES AND RESPONSIBILITIES

Provides professional skills and knowledge of established concepts, principles, and practices to perform advanced professional nursing assignments of considerable difficulty.

Provides leadership in comprehensive nursing, preventative, therapeutic health care service to patients and family members at the disaster or emergency site.

Discriminates between normal and abnormal findings to recognize early stages of serious physical, emotional or mental problems at the disaster or emergency site.

Provides emergency treatment to trauma victims, including suturing.

Prepares and reviews patient records.

Observes and records patients condition and assesses nursing care needs.

Provides comprehensive nursing care to patients based on the physical, mental and emotional needs of the patients and instructs patients and families of nursing care needs.

Administers medications and treatments authorized by physicians.

Interprets laboratory tests, records information on patients' chart and maintains accurate records of intake and output.

Performs emergency tests, examinations and treatments.

Directs the work of nurses, aids, technicians, and licensed practical nurses.

Performs other related duties as assigned to assist in the efficient operation of the NDMS disaster team.

Incumbent must possess a current license or registration as a nurse practitioner in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION:

Level 1-7 (1250 points)

Professional knowledge of a wide range of nursing concepts, principles, and practices to perform highly specialized nursing assignments (e.g., disaster or emergency nursing services).

Knowledge and ability to evaluate patient's condition and behavior resulting from affects of disaster or emergency; recognizes deviations from normal; and reviews findings with attending physician.

Knowledge of medical care and treatment for seriously ill or injured patients and ability to interpret nursing care plan to patient and family members.

Skill in making diagnoses and in choosing, initiating, and modifying selected therapies; and ability to provide emergency treatment as appropriate such as in cardiac arrest, shock or hemorrhage.

Knowledge and ability to assess injuries and illnesses, examine and treat wounds, and perform life saving measures, e.g., resuscitation, esophageal airways, etc.

Knowledge to assess nursing needs and safe and efficient nursing services.

FACTOR 2: SUPERVISORY CONTROLS:

Level 2-4 (450 points)

The incumbent of this position performs advanced nursing practitioner duties under direction of medical officers and under the general direction of the Supervisory Nurse. Within established objectives, works out new and revised methods, practices, and procedures with members of the nursing staff and attending physicians. Discusses plans of treatment with the nursing staff and physician-in-charge and solves all but the most acute problems on own initiative. Work is evaluated on the basis of demonstrated professional nursing ability, skill, and judgment in caring for patients.

FACTOR 3: GUIDELINES:

Level 3-3 (275 points)

Works within the framework of established guidelines, which include protocols of care, but is self-directed. However, guidelines are not completely applicable to every situation likely to be encountered. The incumbent uses judgment in

interpreting and, with some patient conditions, adapting guidelines (e.g., assessing the condition of patients; evaluating deviations from normal reactions and initiating emergency treatment personally or through the nursing staff).

**FACTOR 4:
COMPLEXITY:
Level 4-5 (225 points)**

The work covers a complete range of health services including assessment of patients, evaluating the effectiveness of care and changing or modifying treatment. The Nurse Practitioner performs a variety of duties involving a broad range of activities including assessing, planning, evaluating and modifying the treatment of patients. The work requires making decisions regarding comprehensive nursing care for individuals who have been affected by unusual circumstances.

**FACTOR 5: SCOPE AND EFFECT:
Level 5-3 (150 points)**

The purpose of the work is to provide the full range of assessment of needs, planning for care, instructing, and performance of emergency procedures for patients and families. Evaluation and observations used by the nurse are relied on by the physician to further modify and develop treatment. The work has an immediate affect on patient's physical well being and will have impact on their families.

**FACTOR 6:
PERSONAL CONTACTS:
Level 6-2 (25 points)**

Contacts are with patients, their families, hospital personnel, and with health care

professionals and technical personnel (e.g., physicians, other nurses, and supporting technical and administrative staff).

**FACTOR 7:
PURPOSE OF CONTACTS:
Level 7-3 (120 points)**

Contacts with patients are to provide nursing care, motivate and relieve fears of those that are skeptical and persuade them to cooperate with physician's instructions. Contacts with other nurses, technical staff, physicians, and hospital personnel are to exchange information. Contacts with patients families are to provide information patients condition and to counsel family on care required after release from treatment or from the hospital.

**FACTOR 8:
PHYSICAL DEMANDS:
Level 8-2 (20 points)**

The work requires some physical exertion such as long periods of standing; walking over rough and uneven surfaces; recurring bending; stooping, stretching, etc.; recurring lifting of heavy items (over 50 pounds). The work may require above average agility and dexterity. The work may also require working long hours without rest or relief and may require defending oneself or others against attack.

**FACTOR 9:
WORK ENVIRONMENT:
Level 9-2 (20 points)**

The work environment involves moderately high risks or discomfort, which require special precautions, e.g., working with risk of exposure to contagious disease, radiation or infection or in working

with emotionally disturbed patients. Precautions are routine for nearly all situations. Nurses may be required to use protective clothing or gear. The work environment may involve high risks of exposure to potentially dangerous

situations where conditions cannot be controlled.

TOTAL POINTS: 2535 POINTS
GRADE CONVERSION: GS-0610-11

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Nurse Practitioner**

Series: **0610**

Grade: **11**

BASIC REQUIREMENTS

Education

Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

Additional Requirement

One year of specialized experience directly related to the NDMS Response Team position, equivalent to at least the GS-09 level in the Federal service.

Licensure Requirement

Applicant must possess a current license/registration as a professional nurse practitioner in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Certification as an adult, family, or emergency nurse practitioner.
- Advanced Cardiac Life Support (ACLS) training and/or certification.
- Certification as an emergency nurse practitioner.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

NURSING ASSISTANT, GS-0621-04

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

NURSING ASSISTANT, GS-0621-04

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Nursing Assistant assists the Medical Officer, Registered Nurse, and/or Licensed Practical Nurse during a major emergency or disaster by performing technical nursing duties or related procedures. These procedures will not require knowledge and skills represented by licensure as a practical nurse.

MAJOR DUTIES AND RESPONSIBILITIES

Assists the Medical Officer in performing diagnostic examinations (e.g., throat culture), treatments (e.g., catheterization), surgical procedures, and repair of wounds.

Applies dressings and splints; assists the Medical Officer in applying casts.

Prepares patients for minor surgical procedures.

Assists in the preparation and cleanup of surgical treatment areas. Cleans and sterilizes surgical instruments and equipment.

Sets up instruments, equipment, and supplies for treatment procedures. Prepares the patient and explains the procedure contemplated to insure the cooperation, security and comfort of patient.

Supervisors and/or assists in patient transport.

Performs other related duties as assigned to assist in the efficient operation of the NDMS response teams.

Must possess Certified Nursing Assistant (CNA) certification in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United

States. In addition, the incumbent must possess current Basic Cardiac Life Support (BCLS) certification.

The incumbent should have a basic orientation in disaster medical and nursing services.

EVALUATION FACTOR

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-3 (350 points)

Knowledge of a body of standardized rules and procedures requiring considerable training and experience to carry out nursing care and resolve recurring problems.

Knowledge and skill sufficient to recognize and properly use equipment, materials, and supplies in a large variety of diagnostic and treatment procedures (e.g., lumbar punctures and hernia repair) for the purpose of understanding and carrying out assigned instructions.

Knowledge and skill sufficient to understand human body structure, function, illnesses and diseases, the treatment procedures, the supporting patient charting and teaching, and the goals for assigned patients for the purpose of communicating with nurses, patients and supporting medical staff.

FACTOR 2: SUPERVISORY CONTROLS

Level 2-2 (125 points)

The incumbent reports directly to the supervisory nurse. The supervisor assigns work by listing either in writing or verbally the patient care, its limitations, and

priorities. The incumbent uses initiative in carrying out recurring tasks independently without specific instructions, but refers deviations, problems, and unfamiliar situations not covered by instructions, to the supervisor and/or medical officer for help or decision. Work is reviewed in daily rounds.

FACTOR 3: GUIDELINES

Level 3-2 (125 points)

Guidelines are available in the form of the NDMS response teams Procedures Manual and related guidelines such as shift report, nursing care plan, and the patient's medical history. The incumbent varies the order and sequence of assigned procedures based on the patient's condition and previous instruction.

FACTOR 4: COMPLEXITY

Level 4-2 (75 points)

Work consists of technical duties associated with personal nursing care, diagnostic support, therapeutic treatment, patient charting, and patient teaching duties. The incumbent recognizes the differences between patients (for example, some patients may need more self-care than others) and varies the nursing care accordingly.

FACTOR 5: SCOPE AND EFFECT

Level 5-2 (75 points)

The work consists of providing a range of patient care and contributes to the recovery of patients as well as providing a base of standard nursing care upon which further nursing care may be planned.

**FACTOR 6:
PERSONAL CONTACTS
Level 6-2 (25 points)**

The incumbent has contact with patients, nurses, doctors and a variety of supporting personnel on the NDMS response teams. In addition, contacts will also include family members.

**FACTOR 7:
PURPOSE OF CONTACTS
Level 7-1 (20 points)**

Contacts with patients are for the purpose of providing a range of nursing care. Contact with nurses are for the purpose of providing timely information on deviations in the patient's condition. Contacts with doctors are to receive instructions concerning diagnostic and treatment procedures. Family contacts are for the purpose of motivating family members to accept the patient's illness, injury or medical condition.

**FACTOR 8:
PHYSICAL DEMANDS
Level 8-1 (20 points)**

Duties require extensive periods of standing and walking. Working with patients requires regular and recurring bending, lifting, stooping, stretching, repositioning patients, or similar activities.

**FACTOR 9:
WORK ENVIRONMENT
Level 9-1 (20 points)**

The work is preferably performed inside a shelter or otherwise is performed outdoors. These areas may not be adequately heated and ventilated. Work areas are noisy with recurring turbulence and unpredictable conditions generated by patients. The incumbent may be subject to physical attack from patients and exposure to contagious diseases.

**TOTAL POINTS: 835 POINTS
GRADE CONVERSION: GS-0621-04**

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Nursing Assistant**
Series: **0621**
Grade: **04**

BASIC REQUIREMENTS

Six months of specialized experience and six months of general experience (see Note on specialized experience).

Note

Qualifying specialized experience at the GS-04 level includes non-professional nursing care work in a hospital, outpatient clinic, nursing home, or other supervised medical, nursing, or patient care facility, or in such work as that of a home health aid performing duties such as:

- Providing pre and post-operative patient care
- Support duties for diagnostic and technical treatment procedures, such as setting up and operating special medical equipment and apparatus
- Caring for mentally ill patients, including observing, recording, and reporting changes in their behavior, and providing reassurance and encouragement
- Assisting surgeons and registered nurses in operating room activities, including passing instruments, maintaining sterile conditions, and draping and positioning patients

DESIRABLE QUALIFICATIONS

- Orientation in disaster nursing assistant services.
- Basic Life Support (BLS) training and/or certification.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

NURSING ASSISTANT, GS-0621-03

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

NURSING ASSISTANT, GS-0621-03

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Nursing Assistant assists the Medical Officer, Registered Nurse, and/or Licensed Practical Nurse during a major emergency or disaster by performing a variety of patient care and comfort measures. These duties will not require knowledge and skills represented by licensure as a practical nurse.

MAJOR DUTIES AND RESPONSIBILITIES

Performs a variety of patient care and comfort measures.

Loads and unloads patients from ambulances, aircraft, and other conveyances.

Transports patients as required.

Performs other related duties as assigned to assist in the efficient operation of the NDMS response teams.

The incumbent should have a basic orientation in disaster medical and nursing services.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-2 (200 points)

Knowledge of a body of standardized rules and procedures requiring some training and experience to carry out nursing care duties.

Knowledge of, and sufficient skill to provide for patient comfort such as lifting, turning, and safe patient movement procedures.

**FACTOR 2:
SUPERVISORY CONTROLS****Level 2-2 (125 points)**

The incumbent reports directly to the supervisory nurse. The supervisor assigns work by listing either in writing or verbally the patient and nursing care duties, their limitations, their priority and their number. The supervisor also provides additional instructions on any unusual aspect of the work that the incumbent brings to the supervisor's attention such as deviations in the patient's vital signs, increased signs of pain and discomfort. The incumbent uses initiative in carrying out recurring assignments. The supervisor assures that finished work is technically accurate through daily rounds.

**FACTOR 3:
GUIDELINES****Level 3-1 (125 points)**

The supervisor provides specific, detailed guidelines covering all assignments. The incumbent does not deviate from the guidelines unless authorized.

**FACTOR 4:
COMPLEXITY****Level 4-2 (75 points)**

Work involves a sequence of duties or processes that the incumbent can follow without supervisory assistance, for example, the taking of medical history on a pre-established form and the taking and recording of vital signs.

FACTOR 5: SCOPE AND EFFECT**Level 5-1 (25 points)**

The nursing care provided by the incumbent comprises a segment of the nursing care plan and contributes to the patient's

comfort and welfare. Aids in the completion of further nursing services.

**FACTOR 6:
PERSONAL CONTACTS****Level 6-1 (10 points)**

The incumbent has contact with patients, other nursing staff, doctors and variety of supporting personnel on the DMAT. In addition, contacts may include family members.

**FACTOR 7:
PURPOSE OF CONTACTS****Level 7-1 (20 points)**

Contacts with patients are for the purpose of providing nursing care comfort. Contact with nurses are for the purpose of providing timely information on deviations in the patient's condition. Contacts with doctors are to receive instructions concerning treatment procedures. Family contacts are for the purpose of motivating family members to accept the patient's illness, injury or medical condition.

**FACTOR 8:
PHYSICAL DEMANDS****Level 8-2 (20 points)**

Duties require extensive periods of standing and walking. Working with patients requires regular and recurring bending, lifting, stooping, stretching, repositioning patients, or similar activities.

**FACTOR 9:
WORK ENVIRONMENT****Level 9-2 (20 points)**

The work is preferably performed inside a shelter or otherwise is performed outdoors. These areas may not be adequately heated and ventilated. Work areas are

noisy with recurring turbulence and unpredictable conditions generated by patients and the environment. The incumbent may be subject to physical attack from patients and exposure to contagious diseases.

TOTAL POINTS: 620 POINTS
GRADE CONVERSION: GS-0621-03

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Nursing Assistant**

Series: **0621**

Grade: **03**

BASIC REQUIREMENTS

Six months of general experience.

Note

Qualifying specialized experience at the GS-04 level includes non-professional nursing care work in a hospital, outpatient clinic, nursing home, or other supervised medical, nursing, or patient care facility, or in such work as that of a home health aid performing duties such as:

- Providing pre and post-operative patient care
- Support duties for diagnostic and technical treatment procedures, such as setting up and operating special medical equipment and apparatus
- Caring for mentally ill patients, including observing, recording, and reporting changes in their behavior, and providing reassurance and encouragement
- Assisting surgeons and registered nurses in operating room activities, including passing instruments, maintaining sterile conditions, and draping and positioning patients

DESIRABLE QUALIFICATIONS

- Orientation in disaster nursing assistant services.
- Basic Life Support (BLS) training and/or certification.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

PHARMACIST, GS-0660-12

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

**CLINICAL PHARMACY UNIT LEADER,
GS-0660-12**

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Clinical Pharmacy Unit Leader (Pharmacist) is responsible for compounding and dispensing prescriptions requested by physicians and other licensed practitioners at the site of a disaster or major emergency. The incum-

bent reports directly to the Ancillary Services Division Supervisor.

MAJOR DUTIES AND RESPONSIBILITIES

Independently carries out clinical pharmacy functions of drug selection, compounding and dispensing of a varied range of therapeutic agents. Develops special formulas, extemporaneous compounding and special preparations.

Develops and implements plan to secure controlled substances in the Clinical Operations Section.

Maintains responsibility for the distribution and accountability of drugs utilized at the disaster or emergency site.

Provides clinical pharmacology consultation to medical personnel.

Assists in the development of the NDMS disaster team formulary.

Fills written orders for pharmaceuticals according to established procedures.

Provides information to medical personnel regarding concentration, number of dosages in a solution, etc.

Makes judgments concerning drug effects and patient behavior, especially adverse effects. Brings potentially serious situations to the attention of medical personnel.

Prepares detailed reports and records involving inventories, requisitions, and issuance of drugs according to laws and regulations.

Develops special formulas, extemporaneous compounding, and special preparations as required.

Resolves problems in the area of biopharmaceutic effectiveness, including problems concerning solubility, stability, incompatibility, etc.

Suggests alternative medications to avoid incompatibilities, alleviate side effects, overcome potentiating drug combinations, and prevent antagonistic reactions.

Provides leadership, direction, and supervision to assigned Pharmacy Technician(s).

Performs other related duties as assigned to assist in the efficient operation of the NDMS.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent works under the very general supervision of the Ancillary Services Division Supervisor. He/she performs his/her assignment with a high degree of experienced judgment. The incumbent exercises this judgment in the selection, compounding and dispensing of therapeutic agents. Incumbent works independently, planning his/her own priorities. Work is evaluated on the basis of demonstrated ability and skill in support of patient care.

OTHER SIGNIFICANT FACTS

The incumbent must possess a degree in pharmacy, have 1 year of internship in pharmacy, and be licensed by a Board of Pharmacy to practice pharmacy.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Clinical Pharmacy Unit Leader** (NDMS organizational title)
Pharmacist (OPM official title)

Series: **0101**

Grade: **12**

BASIC REQUIREMENTS

Education

Four-year Bachelor's degree in pharmacy recognized by the American Council on Pharmaceutical Education.

Additional Requirements

One year of professional experience directly related to the NDMS response team position equivalent to the next lower grade level in the Federal service. Supervisory experience is required.

Licensure Requirement

Applicant must be licensed to practice pharmacology in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Medical Requirement

Applicants must be able to distinguish basic colors.

DESIRABLE QUALIFICATIONS

Experience in disaster and/or medical care operations.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:
PHARMACIST, GS-0660-11

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:
PHARMACIST, GS-0660-11

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Pharmacist is responsible for the compounding of prescriptions of physicians and other licensed practitioners at the site of a disaster or major emergency. The Pharmacist reports directly to the Logistics Chief.

MAJOR DUTIES AND RESPONSIBILITIES

Carries out clinical pharmacy functions of drug selection, compounding, and dispensing of varied range of therapeutic agents.

Develops special formulas, extemporaneous compounding and special preparations.

Resolves problems in the area of biopharmaceutical effectiveness, including problems concerning solubility, stability, incompatibility, etc.

Provides authoritative advice to NDMS disaster teams concerning contra-indications and side effects of drugs.

Provides information based on experience in dealing with the medical staff regarding questions concerning concentration, number of dosages in a solution, etc. Suggest alternative medications to avoid incompatibilities, alleviate side effects, overcome potentiating drug combinations and prevent antagonistic reactions.

Supervises performance of the Pharmacy Assistant and Pharmacy Technician. Carries out a full range of administrative duties in the performance of supervisory responsibilities.

Performs other related duties as assigned to assist in the efficient operation of the NDMS response teams.

orities. Work is evaluated on the basis of demonstrated ability and skill in support of patient care.

SUPERVISORY CONTROLS

The incumbent works under the general supervision of the Logistics Chief. He/she performs his/her assignment with a high degree of experienced judgment. The incumbent exercises this judgment in the selection, compounding and dispensing of therapeutic agents. Incumbent works independently, planning his/her own pri-

OTHER SIGNIFICANT FACTS

The incumbent must possess a degree in pharmacy, have 1 year of internship in pharmacy, and be licensed by a Board of Pharmacy to practice pharmacy.

The incumbent should have basic orientation in disaster and/or medical care operations.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Pharmacist**
Series: **0101**
Grade: **11**

BASIC REQUIREMENTS

Education

Four-year Bachelor's degree in pharmacy recognized by the American Council on Pharmaceutical Education.

Additional Requirements

One year of professional experience directly related to the NDMS response team position equivalent to the next lower grade level in the Federal service.

Licensure Requirement

Applicant must be licensed to practice pharmacology in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Medical Requirement

Applicants must be able to distinguish basic colors.

DESIRABLE QUALIFICATIONS

Experience in disaster and/or medical care operations.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

PHARMACY ASSISTANT, GS-0661-07

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

PHARMACY ASSISTANT, GS-0661-07

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Pharmacy Assistant is responsible for providing a full range of complex and technical support functions involving pharmaceutical procedures and techniques. The Pharmacy Assistant reports directly to the Pharmacist.

MAJOR DUTIES AND RESPONSIBILITIES

Performs a full range of complex technical support functions involving pharmaceutical procedures and techniques. The incumbent will have technical responsibility for the distribution and accountability of drugs utilized at the disaster site. The position will require application of a highly specialized knowledge of pharmaceutical procedures and techniques. The incumbent typically will have developed very great proficiency in pharmaceutical techniques and will have become unusually knowledgeable about the pharmaceutical aspects of field medical care disaster medicine to which assigned.

The incumbent will be responsible for ordering, receiving, and maintaining adequate stocks of pharmaceutical supplies at the disaster site. He/she will be responsible for maintaining an inventory system to make ready an available supply of pharmaceuticals. Packages and labels all products including those with complex chemical properties.

Stores drugs and solutions and checks stocks for expiration dates and rotates stocks as required to avoid expiration dates. Inventories team drug and solution stocks and recognizes consumption and supply levels.

Accepts requests for drugs and solutions. The incumbent will fill written orders for drugs by the medical officers. If additional information is required, he/she will be able to locate and interpret available guidelines and apply appropriate pharmaceutical procedures. Establishes necessary controls on the dispensation of all drugs. Reads individual prescriptions and determines kind, strength, and dosage of drug to be dispensed. Sets up prescriptions by obtaining correct stock container, counting or pouring correct amount of medication, and placing medication in smaller container. Correlates instructions on the preparation, dosage, etc., of the drug with the medical officer's instructions.

Applies judgment based on substantial experience in pharmaceutical procedures in dealing with the professional staff regarding questions concerning, e.g., concentration, number of dosages in a solution, etc. Answers questions concerning the availability of drugs, dosages available, etc. Complies drug information and maintains appropriate references.

As the situation warrants, the incumbent is expected to make individual judgments concerning drug effects and patient behavior. He/she must have the ability to recognize drug effects, particularly recognizing adverse drug effects, judge their potential seriousness, and call the situation to the attention of the Pharmacist.

Recognized drug shortages, and potential substitution, and advises the Pharmacist as soon as possible. Prepare exact and

detailed reports and records involving inventories, requisitions, and issuance of drugs. Reports will be prepared according to law and regulations. The incumbent will also prepare appropriate, detailed and accurate records to be maintained in case of inspection or review.

Maintains security of dangerous drug supplies and develops a procedure to assure the security of drugs, even under adverse conditions.

The incumbent will perform other related duties as assigned to assist in the efficient operation of the NDMS response teams.

SUPERVISORY CONTROLS

The incumbent will work under the direct and general supervision of the Pharmacist. He/she will perform as an assistant to the Pharmacist who provides very minimal guidance and verbal instructions concerning the overall plan of work. The incumbent will work independently and plan his/her own priorities. Completed work will be generally reviewed for adequacy of results.

OTHER SIGNIFICANT FACTS

Must meet State law governing pharmacy technicians in the State where the applicant is employed or the state where the NDMS response team is located.

The incumbent should have orientation in disaster medical and nursing services.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: Pharmacy Assistant
Series: 0661
Grade: 07

BASIC REQUIREMENTS

One year of specialized experience as a pharmacy assistant/technician, or experience directly related to the NDMS response team position equivalent to the next lower grade level in the Federal service.

Licensure/Certification Requirement

Must meet State law governing pharmacy technicians in the State where the applicant is employed or the state where the NDMS response team is located.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical and pharmacy services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

PHARMACY TECHNICIAN, GS-0661-05

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

PHARMACY TECHNICIAN, GS-0661-05

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Pharmacy Technician is responsible for assisting the Pharmacist and Pharmacy Assistant in maintaining sufficient supplies and quality control of drug and solution stocks. The Pharmacy Technician reports directly to the Pharmacist.

MAJOR DUTIES AND RESPONSIBILITIES

Assist the Pharmacy Assistant and Pharmacist in maintaining drug and solution stocks. Assures that solutions are maintained in accordance with sterile procedures. Visually checks containers and bottles of drug solutions to ascertain that they are clear and do not contain foreign particles. If foreign particles are detected, assures that the polluted substances are removed from the inventory. Assures correct labeling of drug stocks and solutions. Any mislabeling or errors detected are referred to the Pharmacy Assistant or Pharmacist.

Records drug and solution inventory. Maintains precise and detailed records of inventory. Identifies shortages in the inventory and calls it to the attention of the Pharmacy Assistant or Pharmacist if the problems cannot be resolved.

Reviews requisitions for completeness and prepares the more common drug solutions for the Pharmacy Assistant and Pharmacist. If discrepancies appear in the requisitions, calls these to the Attention of the Pharmacy Assistant or Pharmacist.

Packs and loads pharmaceutical materials while assuring sterile conditions are

maintained. Keeps an accurate record of materials taken from the inventory.

Performs other related duties as assigned to assist in the efficient operation of the NDMS response teams.

The incumbent should have a basic orientation in disaster medical and nursing services.

SUPERVISORY CONTROLS

The incumbent reports directly to the Pharmacist for assignments and guidance. However, the incumbent is expected to assist both the Pharmacist and Pharmacy Assistant at the disaster site. Within the limits of the overall assignment, the incumbent works independently and plans his/her own daily activities. Completed work will be generally reviewed for effectiveness of overall results.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Pharmacy Technician**

Series: **0661**

Grade: **05**

BASIC REQUIREMENTS

One year of specialized experience as a pharmacy assistant/technician, or experience directly related to the NDMS response team position equivalent to the next lower grade level in the Federal service.

Licensure/Certification Requirement

Must meet State law governing pharmacy technicians in the State where the applicant is employed or the state where the NDMS response team is located.

DESIRABLE QUALIFICATIONS

Orientation in disaster medical and pharmacy services.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

PHOTOGRAPHER, GS-1060-08

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

PHOTOGRAPHER, GS-1060-08

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-stage unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Photographer of the Disaster Mortuary Operational Response Team (DMORT) and is responsible for providing still photographic and video documentation of medical specimens, post mortems, and other medical procedures for diagnostic, legal, and research purposes.

MAJOR DUTIES AND RESPONSIBILITIES

Provides still photography work and video documentation of medical specimens and procedures for mortuary personnel and/or medical examiners.

Determines photographic composition in positioning subjects, arranging backgrounds, and selecting camera angles and views to achieve aesthetic results.

Uses technical knowledge to anticipate various stages in the medical procedure to recognize points of interest, and to apply discretion in documenting elements beyond the scope of the medical examiner's explicit instructions.

Operates a variety of standard and specialized cameras, including electronic still imaging and accessories, different films, filters, diffusers, lenses, and lights.

Carries out precision processing operations to generate high quality photographs. Must be experienced in the operation of a variety of specialized photographic laboratory equipment such as vacuum frames, precision process cameras, and manual rectifiers. Provides products with specified density, tone range, dimension accuracy, and minimal distortion and image displacement.

Maintains an accurate numbering system for each roll of film/video, and a chrono-

logical log of all photographs and video taken. Provides maintenance and security of equipment, film, and videos.

Performs other duties as assigned.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-5 750 Points

Knowledge of photographic composition in positioning subjects, arranging backgrounds, and selecting camera angles and views to achieve aesthetic results.

Knowledge of standard and specialized cameras, including electronic still imaging and accessories, including different films, filters, diffusers, lenses, and lights.

Skill to anticipate and recognize points of interest during medical procedures, and apply discretion in documenting elements beyond the scope of the medical examiner's explicit instructions.

Ability to apply special lighting techniques, exposures, etc.

FACTOR 2: SUPERVISORY CONTROLS

Level 2-3 275 Points

The incumbent works under the supervision of the Team Leader. Assignments are provided in terms of features of the subject that should be emphasized or enhanced. The incumbent plans and carries out the steps of the photography independently. Completed film and/or

video is reviewed for technical quality, appropriateness and for meeting the medical objectives.

FACTOR 3: GUIDELINES

Level 3-3 275 Points

Guidelines consist of photography manuals that address the accepted principles and techniques. The incumbent uses judgment in interpreting and adapting these guidelines for application to specific cases. The incumbent is expected to recognize and exploit photographic opportunities in carrying out the medical assignment and to determine the specialized lighting, filters, etc., to achieve the desired results.

FACTOR 4: COMPLEXITY

Level 4-4 225 Points

The work involves photographic assignments requiring specialized processes, methods, and techniques to produce medical documentation of pathological specimens and post mortems.

FACTOR 5: SCOPE AND EFFECT

Level 5-3 150 Points

The purpose of work is to produce film and/or video of a variety of pathological specimens using well-established processes, protocols, and specifications. The work products affect the adequacy of scientific documentation activities.

**FACTOR 6:
PERSONAL CONTACTS AND**

**FACTOR 7:
PURPOSE OF CONTACTS**

Level 2-a 45 Points

Contacts are with employees of the disaster response team, members of private medical organizations, the media, and others.

The purpose of contacts is to plan and coordinate work efforts to produce effective photographic products.

**FACTOR 8:
PHYSICAL DEMANDS**

Level 8-1 5 Points

The work is primarily sedentary, although there is considerable walking, standing, and carrying lightweight equipment.

**FACTOR 9:
WORK ENVIRONMENT**

Level 9-1 5 Points

Work is generally performed in adequately lighted and climate-controlled offices, laboratories, and requires no special safety precautions.

**TOTAL POINTS: 1730
GRADE CONVERSION: GS-08**

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Photographer**
Series: **1060**
Grade: **08**

MINIMUM QUALIFICATIONS

One year of specialized experience in operating standard and specialized still and video camera and processing equipment for providing documentation of medical specimens, post mortems, and other procedures for diagnostic, legal, and record purposes.

DESIRABLE QUALIFICATIONS

Training and/or experience in mortuary field casualty operations.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

PHYSICIAN ASSISTANT, GS-603-11

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

PHYSICIAN ASSISTANT, GS-603-11

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Physician Assistant and performs direct medical care when appropriate and assists in the medical triage and treatment of victims at the site of a disaster or major emergency.

MAJOR DUTIES AND RESPONSIBILITIES

Performs prescribed medical examination and treatment on victims suffering acute illnesses. Assesses medical needs to provide safe and efficient emergency care, under the direction of a Medical Officer or Team Leader.

Work collaboratively with medical officers in the identification and management of disaster patients. In accordance with established protocols, performs triage of patients on entry to medical services.

Assesses injuries and illnesses. Performs resuscitation, inserts intravenous lines, and inserts esophageal airways. In accordance with established protocols, treats shock victims with volume expanders.

Examines and treats all types of illnesses and wounds. Performs diagnostic tests.

Diagnoses traumatic and non-traumatic injury, providing treatment when symptoms are clear. Recognizes symptoms that require referrals and make such recommendations to the Medical Officer.

Diagnoses musculoskeletal and neurological injuries by physical examination. Stabilizes musculoskeletal injuries in those cases where normal treatment procedures can be applied.

Identifies internal and external hemorrhages; arrests hemorrhage by pressure and by ligation of superficial vessels.

Prescribes and administers drugs for infection control, pain relief, and other conditions if there are no complicating factors in patient history.

Maintains complete and current clinical records.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

The incumbent must possess a current license or registration as a physician assistant in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. In addition, the incumbent must possess current Advance Cardiac Life Support certification.

Desirable qualifications include certification as an adult, family, or emergency practitioner and Pediatric Advance Life Support certification.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-7 1250 Points

- Knowledge of a range of medical concepts, principles and practices to perform highly specialized paramedical assignments (e.g. disaster or emergency medical services).
- Ability to evaluate patient condition, and behavior resulting from affects of disaster or emergency; recognize

deviations from normal, and reviews findings with Medical Officer.

FACTOR 2: SUPERVISORY CONTROLS

Level 2-4 450 Points

The incumbent performs under general supervision of the Medical Officer. Within established objectives, works out new and revised methods, practices and procedures with members of the medical staff and attending physicians. Discusses plans of treatment with the medical staff and solves all but the most acute problems on own initiative. Work is evaluated on the basis of demonstrated professional medical ability, skill and judgment in caring for patients.

FACTOR 3: GUIDELINES

Level 3-3 275 Points

Guidelines are available but are not completely applicable to every situation likely to be encountered. The incumbent uses judgments in interpreting and, with some patient situations, adapting guidelines (e.g. assessing the condition of patients; evaluating deviations from normal reactions and initiating emergency treatment personally or through the nursing staff).

FACTOR 4: COMPLEXITY

Level 4-4 225 Points

The work covers a range of independent assignments from assessment through treating minor wounds and illnesses and emergency procedures. Constantly observes patients and interprets and evaluates the meaning of their reactions and behavior. The work requires making decisions regarding comprehensive care for individuals who have been affected by unusual circumstances.

FACTOR 5: SCOPE AND EFFECT**Level 5-3 150 Points**

The purpose of the work is to establish criteria and assess effectiveness of patient's treatment. Evaluation and observations used by the incumbent are relied on by the physician to further modify and develop treatment. The work has an immediate affect on patient's physical well being and will have impact on their families.

FACTOR 6: PERSONAL CONTACTS**FACTOR 7: PURPOSE OF CONTACTS****Level 2-c 145 Points**

Contacts are with patients, their families, hospital personnel and with health care professionals and technical personnel (e.g. physicians, nurses, and supporting technical and administrative staff).

Contacts are with patients to provide professional care, motivate and relieve fears of those who are skeptical and persuade them to cooperate with physician's instructions. Contacts with nurses, technical staff, physicians and hospital personnel are to exchange information.

Contacts with patient's families are to provide information on patient's condition and to counsel family on care required after release from the hospital.

FACTOR 8: PHYSICAL DEMANDS**Level 8-1 5 Points**

The work requires some physical exertion such as long periods of standing; walking over rough and uneven surfaces; recurring bending; stooping, stretching etc; recurring lifting of moderately heavy items or occasional lifting of heavy items (over 50 pounds). The work may require above average agility and dexterity. The work may also require working long hours without rest or relief and may require defending oneself or others against physical attack.

FACTOR 9: WORK ENVIRONMENT**Level 9-1 5 Points**

The work environment involves moderately high risks or discomforts which require special safety precautions, e.g. working with risk of exposure to contagious disease, radiation or infection or in working with emotionally disturbed patients. Precautions are routines for nearly all situations. May be required to use protective clothing or gear, (e.g. masks etc). The work environment may involve high risks of exposure to potentially dangerous situations where conditions cannot be controlled.

TOTAL POINTS: 2505**GRADE CONVERSION: GS-11**

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Physician Assistant**
Series: **0603**
Grade: **11**

BASIC REQUIREMENTS

A broad background of knowledge of the medical environment, practices, and procedures such as would be acquired by a bachelor's degree in a health care occupation such as nursing, medical technology, or physical therapy, or by three years of responsible and progressive health care experience such as medical corpsman, nursing assistant, or medical technician. In addition, and successful completion of a certificate or diploma program of at least 12 months, including clinical training or preceptorship, specifically designed for professional-caliber physician's assistants that provided the knowledge and ability required to take a detailed medical history, to conduct a physical examination, to follow observation procedures, to order and perform diagnostic and therapeutic tasks, and to exercise a degree of judgment in integrating and interpreting findings on the basis of general medical knowledge; or equivalent education and training.

OR

Successful completion of a full 4-year program for physician assistants leading to a bachelor's degree. The course of study or training must be approved by a nationally-recognized professional body such as the Committee on Allied Health Education and Accreditation or the Accrediting Bureau of Health Education Schools, or by a panel of physicians established by a Federal agency for this purpose.

Additional Requirement

One year of specialized experience directly related to the NDMS Response Team position, equivalent to at least the GS-09 level in the Federal service.

Qualification Standards continue, next page . . .

Qualification Standards, continued

Licensure Requirement

The incumbent must possess a current license or registration as a physician assistant in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Certification as an adult, family, or emergency practitioner.
- Advanced Cardiac Life Support (ACLS) training and/or certification.
- Pediatric Advanced Life Support (PALS) training and/or certification.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

EMERGENCY PLANNING ANALYST, GS-301-13

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

PLANNING SECTION CHIEF, GS-301-13

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The NDMS response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-stage unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as the Planning Section Chief and is responsible for the management, assessment, planning, personnel tracking, information analysis, and documentation activities of the operational action plan, including planning for current and future

emergency operations, deployments, and mission support

MAJOR DUTIES AND RESPONSIBILITIES

In conjunction with the MST, the incumbent coordinates planning requirements for NDMS response teams and the development and distribution of action plans at various operational phases.

Collects, assimilates, analyzes, and processes information required for effective decision-making and updating and/or changing of action plans.

Develops and analyzes resource requirements for missions based on input requirements from Section Chiefs. Coordinates requirements with logistics, administration, and operations officials to execute plans to facilitate efficient operations within the command and control group.

Advises and assists the Team Leader of the disaster response team in evaluating operational plans, setting goals, and objectives. Ensures that organizational and operational charts are available and distributed as needed.

Ensures that disaster mobilization and transportation plans are prepared and current. Identifies deficiencies through analysis of plans and implements corrective action in line with the MST demobilization schedule.

Maintains daily records for use of command and control officials, including Team Action Plan, chronological logs, equipment damage and loss reports, and unit activity logs.

Provides situation reports to the Team Leader. Receives briefings from the MST and ensures that teams are kept informed of mission objectives and status changes. Develops and coordinates the after-action reporting process of teams.

Performs other duties as assigned.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-8 1550 Points

Extensive knowledge of disaster response activities and planning processes.

Knowledge of agencies and organizations responding to disasters, such as FEMA, the American Red Cross, the Center for Disease Control and Prevention, and non-government organizations.

Knowledge of the Management Support Team standard operating procedures.

Skill to write action plans; analyze complex information; and present oral briefings.

Ability to coordinate and direct multiple functions during disaster mission assignments.

FACTOR 2: SUPERVISORY CONTROLS

Level 2-4 450 Points

Works under the general supervision of the Team Leader. The incumbent is responsible for the independent planning, organizing and coordinating of action plans for disaster response teams. Work is reviewed in terms of meeting operation objectives and mission assignments.

FACTOR 3: GUIDELINES

Level 3-4 450 Points

Guidelines consist of DHHS, FEMA, PHS policies, and MST procedures. Guidelines are not always available and require the incumbent to use considerable judgement in adopting and implementing them for use on disaster events. The incumbent uses initiative and resourcefulness in deviating from or extending methods and procedures, and keeps abreast of changing technology and/or new policies.

FACTOR 4: COMPLEXITY

Level 4-5 325 Points

The incumbent performs a wide variety of interrelated tasks that require analytical skills in developing and coordinating action plans. Assignments are complex due to the sensitivities involved in working disaster events, overlapping jurisdictional responsibilities, and political ramifications. Information from the disaster scene may be difficult to obtain. The work involves planning and coordinating a broad range of activities and solving

complex problems concerned with unique or controversial aspects. The work may involve developing new procedures or improved methods to produce effective results.

FACTOR 5: SCOPE AND EFFECT**Level 5-4 225 Points**

The position provides management, administrative, and information analysis activities. Assignments typically involve problems that are precedent setting for future disaster situations. As a result of this effort, information to minimize the chance of a reoccurrence of the disaster is obtained, analyzed, and coordinated. The work directly influences the effectiveness and acceptability of methods and systems established for disaster response procedures in Federal and State agencies, and nongovernment organizations.

**FACTOR 6:
PERSONAL CONTACTS****FACTOR 7:
PURPOSE OF CONTACTS****Level 3-c 180 Points**

Routine contacts include the command and control staff, emergency response officials from other jurisdictions, medical personnel, and individuals that might have knowledge of the disaster. Typical contacts may be community leaders, representatives of other Federal agencies, State and local health departments, professional organizations, and the news media.

The purpose of the contacts is to plan and coordinate work efforts to facilitate disaster response and provide information to other individuals who rely upon such information in performing their duties.

**FACTOR 8:
PHYSICAL DEMANDS****Level 8-1 5 Points**

The work is sedentary. Travel up to 50% of work time may be necessary. Work may be subject to tight deadlines and stressful conditions during emergency assignments.

**FACTOR 9:
WORK ENVIRONMENT****Level 9-1 5 Points**

The work setting varies. Work is typically performed at disaster sites, sometimes in adverse weather. The work environment may be situated in a hazardous area in terms of destroyed infrastructure (e.g., food and water, housing, electricity, communications), the presence of endemic diseases, limited health and sanitation facilities, or have been subject to radiological, chemical, or biological warfare agents.

TOTAL POINTS: 3190
GRADE CONVERSION: GS-13

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Planning Section Chief** (NDMS organizational title)
Emergency Planning Analyst (OPM official title)

Series: **301**

Grade: **13**

MINIMUM QUALIFICATIONS

One year of operational experience in emergency incident management equivalent to the GS-12 level in the Federal service.

DESIRABLE QUALIFICATIONS

Applicant should possess the knowledge, skills, and abilities listed below.

Knowledge

- Comprehensive knowledge of the NIIMS Incident Command System.
- Comprehensive knowledge of NDMS response team functions, operations, strategy, and safety considerations.
- Knowledge of disaster response organizations and their missions, e.g., FEMA ESF, Red Cross, NGO, etc., for the purpose of exchanging disaster-related information.
- Knowledge of the Federal Response Plan
- Knowledge of the incident action plan in process.
- Extensive knowledge of the hazards associated with various disaster environments.

Skills

- Skill in the development and use of integrated action planning, concepts and processes.
- Skill in technical writing and information analysis.

Qualification Standards continue, next page . . .

Qualification Standards, continued

Abilities

- Ability to coordinate and direct multiple functions of a disaster response team during mission assignment.
- Ability to coordinate and work with technical experts, local officials, and other organizations.
- Proficient with information systems, i.e., computers, application software, etc.
- Ability to organize and plan during crisis situations.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

RESPIRATORY THERAPIST/TECHNICIAN, GS-0651-07

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

RESPIRATORY TECHNICIAN, GS-0651-07

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The NDMS response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of the position serves as a Respiratory Technician and is responsible for independently administering complex respiratory therapy treatment to critically ill patients.

MAJOR DUTIES AND RESPONSIBILITIES

Patient Assessment and Monitoring

- Performs physical assessment of patient cardiopulmonary status including physical exam, auscultation, non-invasive monitoring and patient history
- Measures pulmonary function status including, but not limited to, peak flow, vital capacity and airway pressure
- Monitors and interprets patient data such as hemodynamics and pulmonary artery pressures, pulse oximetry, end-tidal CO₂ and vital signs
- Maintains peripheral or pulmonary arterial lines by assessing site, ensuring patency of line and connecting or adjusting to monitors (*as permitted by law and based on training*)
- Performs procedures to obtain hemodynamic measures via pulmonary artery catheters (*as permitted by law and based on training*)

Mechanical Ventilation

- Sets up mechanical ventilators, volume and pressure, for patient use and applies properly to patients
- Sets up non-invasive ventilation devices and applies properly to patients
- Adjusts ventilator settings, based on patient assessment, blood gas data, pulmonary function, invasive and non-invasive monitoring and physician orders
- Monitors patients on mechanical ventilators or non-invasive ventilatory support, making adjustments and recommendations
- Monitors patients receiving mechanical or non-invasive ventilation during transport to ensure patency of airway and adequate ventilation

Airway Management

- Assists during medical emergencies, including cardiopulmonary arrest, to ensure adequate airway is maintained using suction equipment, artificial airways and bag-valve-masks
- Provides manual ventilation during emergencies using bag-valve device to mask or artificial airway
- Inserts endotracheal or nasotracheal tubes to maintain patient airway during cardiopulmonary arrest or at the direction of a physician and verifies proper placement
- Maintains artificial airways, including use of suctioning, monitoring of cuff pressure, ensuring patency and placement
- Assists physicians with placement of artificial airways, including endotracheal, nasotracheal and tracheostomy tubes

- Monitors patients with artificial airways during transport to ensure patency of airway and adequate ventilation
- Removes artificial airways and monitors patient to ensure adequacy of airway

Blood Gases

- Performs arterial and venous puncture to obtain blood samples for analysis
- Obtains blood from peripheral and pulmonary arterial catheters for analysis
- Analyzes blood samples for pH, blood gases, electrolytes and co-oximetry utilizing analyzers, co-oximeters and point-of-care testing devices
- Maintains blood gas analyzers, co-oximeters and point-of-care testing devices by performing routine maintenance and quality controls and by troubleshooting as required
- Interprets data, making changes to patient therapy as appropriate or making recommendations to physician

Therapy

- Administers aerosolized medications using hand-held nebulizers, metered-dose inhalers and positive pressure devices
- Modifies therapy as appropriate based on patient response or discussion with physician
- Performs chest physical therapy including postural drainage, percussion and vibration
- Monitors and documents patient response to therapy

- Instructs and assists patients with proper techniques for deep breathing, coughing and clearance of secretions
- Assists physicians with laryngoscopy and bronchoscopy procedures by preparing patient for procedure, monitoring patient during procedure and assisting with medication delivery, suction and specimen procurement
- Inserts intravenous lines (*as permitted by law and based on training*)
- Inserts peripheral arterial lines (*as permitted by law and based on training*)
- Administers medications and monitors patient response to therapy (*as permitted by law and based on training*)

The incumbent will perform other related duties as assigned to assist in the efficient operation of the NDMS response teams. All clinical duties performed will be those for which the individual has been trained and fall within the scope of practice as defined by licensing boards or other appropriate regulatory agencies.

The incumbent should have orientation in disaster medical services.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-5 (750 points)

Knowledge of a wide variety of respiratory therapy procedures and techniques including the functioning characteristics of complex respiratory equipment, in order to administer assisted and controlled ventilation to patients with tracheotomies and other complex medical

problems, perform endotracheal or nasotracheal intubation in emergency situations, perform artificial airway care and maintenance, conduct diagnostic respiratory tests involving respiratory failure, calibrate complex respiratory equipment, and instruct others in the performance of respiratory therapy procedures and techniques.

Knowledge of anatomy and physiology including an understanding of the structure and function of the cardio-pulmonary system as related to gas exchange and ventilation, in order to administer special ventilatory techniques such as positive end expiratory pressure and intermittent mandatory ventilation; interpret the results of blood gas studies and make adjustments in ventilator settings; insert and remove endotracheal tubes; and assess patients' respiratory status and evaluate the effectiveness of therapy.

FACTOR 2: SUPERVISORY CONTROLS 2-2 (125 points)

The incumbent is under the supervision of the Ancillary Services Division Supervisor. The supervisor makes assignments by indicating generally what is to be done, problems to be anticipated, quality and quantity of work expected, and the priority of assignments. The supervisor provides additional, specific instructions on techniques and procedures for carrying out new, difficult, or unusual assignments. The incumbent is expected to know the equipment and methods to be used and how to adapt them to recurring assignments. He/she refers problems or unfamiliar situations not covered by instructions to the supervisor or higher grade therapist for decision or help. The supervisor evaluates work on a spot-check

basis to assure that finished work and methods used are technically accurate and in compliance with instructions or established procedures and techniques.

**FACTOR 3:
GUIDELINES**

Level 3-3 (275 points)

Guidelines are available but are not completely applicable to every situation likely to be encountered. The incumbent uses judgment in identifying and selecting the most appropriate procedures, equipment, and techniques for application to specific cases. The technician must use independent judgment to determine what procedures and equipment are necessary during situations of cardiac arrest or respiratory failure and at times during disasters or National emergencies. Situations requiring deviations from NDMS policies and other established guidelines are referred to the Medical Officer.

**FACTOR 4:
COMPLEXITY**

Level 4-3 (150 points)

The work involves the independent performance of a variety of complex and exacting respiratory therapy procedures such as: setting up, monitoring, and calibrating mechanical ventilators; inserting artificial airways into patient's trachea; adjusting ventilator settings to bring about a change in the patient's respiratory status; and applying various techniques to decrease patients' dependence on ventilators. Decisions regarding what needs to be done are based on a recurring need to the therapist to carefully and accurately assess various aspects affecting the individual's respiratory status and overall critical condition.

The method of respiratory care, including the types of equipment, techniques, and procedures used, differs with each patient. The technician identifies and analyzes factors related to equipment operation and patient responses to discern their interrelationship. The urgent nature of the work requires precision in timing and coordination of action with others while making very precise observations or adjustments in response to changes in the patient's condition.

**FACTOR 5:
SCOPE AND EFFECT**

Level 5-3 (150 points)

The purpose of the work is to provide detailed respiratory care to critically ill-injured patients. The incumbent independently performance of duties such as making adjustment to ventilator settings based on interpretation of blood gas data and inserting artificial airways into patient's trachea during emergency situations has an immediate and direct affect on the condition and recovery of the patient.

**FACTOR 6:
PERSONAL CONTACTS:**

Level 6-2 (25 points)

Personal contacts are with patients and their families, and with health care professionals and technical personnel.

**FACTOR 7:
PURPOSE OF CONTACTS**

Level 7-2 (50 points)

Contacts with patients and their families are for explaining the operation and use of respiratory equipment including treatment procedures and providing reassurance and comfort. Contacts with

physicians, nurses, and other health care professionals are for resolving complications in patient care, coordinating action during emergency situations; tube changes and transports; resolving problems associated failure; and providing clinical instructions and demonstrations in respiratory therapy procedures and techniques.

**FACTOR 8
PHYSICAL DEMANDS**

8-2 (20 points)

The work requires some physical exertion such as long periods of standing; walking over rough and uneven surfaces; recurring bending; stooping, stretching etc.; recurring lifting of moderately heavy items or occasional lifting of heavy items (over 50 pounds). The work may require above average agility and dexterity. The work may also require working long hours without rest or relief and may

require defending oneself or others against physical attack.

**FACTOR 9
WORK ENVIRONMENT**

9-2 (20 points)

The work environment involves moderately high risks or discomforts which require special safety precautions, e.g., working with risk of exposure to contagious disease, radiation or infection or in working with emotionally disturbed patients. Precautions are routine for nearly all situations. Nurses may be required to use protective clothing or gear, (e.g., masks etc.). The work environment may involve high risks of exposure to potentially dangerous situations where conditions cannot be controlled.

**TOTAL POINTS: 1565 POINTS
GRADE CONVERSION: GS-0651-07**

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Respiratory Therapist/Technician**

Series: **651**

Grade: **07**

MINIMUM QUALIFICATIONS

One year experience equivalent to the next lower grade level in the Federal service. Qualifying specialized experience must have demonstrated a knowledge of basic equipment used in respiratory therapy and included duties such as:

- Making regular rounds on hospital nursing units to review or collect clinical data to insure that the respiratory equipment is operating properly and in compliance with physicians' orders.

Qualification Standards continue, next page . . .

Qualification Standards, continued

- Transporting, setting up, or testing the operation of and changing simple oxygen administering devices, e.g., masks and nasal cannulas with cylinder or centralized medical gas systems.
- Disassembling, cleaning, assembling, and sterilizing reusable respiratory equipment such as oxygen analyzers and regulators, including recognizing and reporting variations from expected results.

Examples of qualifying experience include work as a practical nurse, nursing assistant, medical machine aid, medical technician, or respiratory therapy aid if the above duties were performed.

LICENSURE REQUIREMENTS

Must possess a license to practice in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Not Applicable in the Following States

Alabama, Alaska, Colorado, Delaware, Hawaii, Michigan, Nevada, North Carolina, Vermont, and Wyoming.

DESIRABLE QUALIFICATIONS

- Orientation in disaster medical and emergency services
- Associate or Bachelor's Degree
- Graduate of a Respiratory Care program
- Registered Respiratory Therapist or Certified Respiratory Therapy Technician by the National Board for Respiratory Care as appropriate.
- Additional certifications, such as:
 - Neonatal Resuscitation
 - Pediatric Advanced Life Support
 - Advanced Cardiac Life Support
 - NBRC Perinatal Pediatric Specialist

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

RESPIRATORY THERAPIST, GS-0651-08

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

RESPIRATORY THERAPIST, GS-0651-08

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of the position serves as a Respiratory Therapist and is responsible for independently administering complex respiratory therapy treatment to critically ill patients.

MAJOR DUTIES AND RESPONSIBILITIES

Patient Assessment and Monitoring

- Performs physical assessment of patient cardiopulmonary status including physical exam, auscultation, non-invasive monitoring and patient history
- Measures pulmonary function status including, but not limited to, peak flow, vital capacity and airway pressure
- Monitors and interprets patient data such as hemodynamics and pulmonary artery pressures, pulse oximetry, end-tidal CO₂ and vital signs
- Maintains peripheral or pulmonary arterial lines by assessing site, ensuring patency of line and connecting or adjusting to monitors (*as permitted by law and based on training*)
- Performs procedures to obtain hemodynamic measures via pulmonary artery catheters (*as permitted by law and based on training*)

Mechanical Ventilation

- Sets up mechanical ventilators, volume and pressure, for patient use and applies properly to patients
- Sets up non-invasive ventilation devices and applies properly to patients
- Adjusts ventilator settings, based on patient assessment, blood gas data, pulmonary function, invasive and non-invasive monitoring and physician orders
- Monitors patients on mechanical ventilators or non-invasive ventilatory support, making adjustments and recommendations
- Monitors patients receiving mechanical or non-invasive ventilation during transport to ensure patency of airway and adequate ventilation

Airway Management

- Assists during medical emergencies, including cardiopulmonary arrest, to ensure adequate airway is maintained using suction equipment, artificial airways and bag-valve-masks
- Provides manual ventilation during emergencies using bag-valve device to mask or artificial airway
- Inserts endotracheal or nasotracheal tubes to maintain patient airway during cardiopulmonary arrest or at the direction of a physician and verifies proper placement
- Maintains artificial airways, including use of suctioning, monitoring of cuff pressure, ensuring patency and placement
- Assists physicians with placement of artificial airways, including endotracheal, nasotracheal and tracheostomy tubes

- Monitors patients with artificial airways during transport to ensure patency of airway and adequate ventilation
- Removes artificial airways and monitors patient to ensure adequacy of airway

Blood Gases

- Performs arterial and venous puncture to obtain blood samples for analysis
- Obtains blood from peripheral and pulmonary arterial catheters for analysis
- Analyzes blood samples for pH, blood gases, electrolytes and co-oximetry utilizing analyzers, co-oximeters and point-of-care testing devices
- Maintains blood gas analyzers, co-oximeters and point-of-care testing devices by performing routine maintenance and quality controls and by troubleshooting as required
- Interprets data, making changes to patient therapy as appropriate or making recommendations to physician

Therapy

- Administers aerosolized medications using hand-held nebulizers, metered-dose inhalers and positive pressure devices
- Modifies therapy as appropriate based on patient response or discussion with physician
- Performs chest physical therapy including postural drainage, percussion and vibration

- Monitors and documents patient response to therapy
- Instructs and assists patients with proper techniques for deep breathing, coughing and clearance of secretions
- Assists physicians with laryngoscopy and bronchoscopy procedures by preparing patient for procedure, monitoring patient during procedure and assisting with medication delivery, suction and specimen procurement
- Inserts intravenous lines (*as permitted by law and based on training*)
- Inserts peripheral arterial lines (*as permitted by law and based on training*)
- Administers medications and monitors patient response to therapy (*as permitted by law and based on training*)

Supervision

- Supervises the activities of other Respiratory Therapists or Technicians, as assigned, ensuring quality of care and competency

The incumbent will perform other related duties as assigned to assist in the efficient operation of the NDMS response teams. All clinical duties performed will be those for which the individual has been trained and fall within the scope of practice as defined by licensing boards or other appropriate regulatory agencies.

The incumbent should have orientation in disaster medical services.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-5 (750 points)

Knowledge of a wide variety of respiratory therapy procedures and techniques including the functioning characteristics of complex respiratory equipment, in order to administer assisted and controlled ventilation to patients with tracheotomies and other complex medical problems, perform endotracheal or nasotracheal intubation in emergency situations, perform artificial airway care and maintenance, conduct diagnostic respiratory tests involving respiratory failure, calibrate complex respiratory equipment, and instruct others in the performance of respiratory therapy procedures and techniques.

Knowledge of anatomy and physiology including an understanding of the structure and function of the cardio-pulmonary system as related to gas exchange and ventilation, in order to administer special ventilatory techniques such as positive end expiratory pressure and intermittent mandatory ventilation; interpret the results of blood gas studies and make adjustments in ventilator settings; insert and remove endotracheal tubes; and assess patients' respiratory status and evaluate the effectiveness of therapy.

FACTOR 2: SUPERVISORY CONTROLS

Level 2-3 (275 points)

The incumbent is under the general supervision of the Ancillary Services Division Supervisor. He/she is expected to proceed with his/her work independently.

The supervisory is available for making decisions in unusual situation.

The therapist is responsible for independently carrying out and following up on the respiratory care administered to each patient. The therapist actively participates with the physicians and nurses in planning the treatment. The medical personnel rely greatly upon the therapist's knowledge of the capabilities and limitations of the respiratory equipment and the therapist's expertise in performing complex respiratory therapy procedures. The therapist independently makes recommendations of the physician regarding alternatives or modifications to treatment. Work is reviewed for soundness of judgment of recommendations made and for consistency with NDMS objectives.

**FACTOR 3:
GUIDELINES:**

Level 3-3 (275 points)

Guidelines are available but are not completely applicable to every situation likely to be encountered. The incumbent uses judgment in identifying and selecting the most appropriate procedures, equipment, and techniques for application to specific cases. The therapist must use independent judgment to determine what procedures and equipment are necessary during situations of cardiac arrest or respiratory failure and at times during disasters or National emergencies. Situations requiring significant deviations from NDMS policies and other established guidelines are referred to the Medical Officer.

**FACTOR 4:
COMPLEXITY:**

Level 4-3 (150 points)

The work involves the independent performance of a variety of complex and exacting respiratory therapy procedures such as: setting up, monitoring, and calibrating mechanical ventilators; adjusting ventilator settings to bring about a change in the patient's respiratory status; and applying various techniques to decrease patients' dependence on ventilators. Decisions regarding what needs to be done are based on a recurring need to the therapist to carefully and accurately assess various aspects affecting the individual's respiratory status and overall critical condition.

The method of respiratory care, including the types of equipment, techniques, and procedures used, differs with each patient. The therapist identifies and analyzes factors related to equipment operation and patient responses to discern their interrelationship. The urgent nature of the work requires precision in timing and coordination of action with others while making very precise observations or adjustments in response to changes in the patient's condition.

**FACTOR 5:
SCOPE AND EFFECT**

Level 5-3 (150 points)

The purpose of the work is to provide detailed respiratory care to critically ill-injured patients. The incumbent independently performance of duties such as making adjustment to ventilator settings based on interpretation of blood gas data and inserting artificial airways into patient's trachea during emergency situations has an immediate and direct affect

on the condition and recovery of the patient.

**FACTOR 6:
PERSONAL CONTACTS
Level 6-2 (25 points)**

Personal contacts are with patients and their families, and with health care professionals and technical personnel.

**FACTOR 7:
PURPOSE OF CONTACTS
Level 7-2 (50 points)**

Contacts with patients and their families are for explaining the operation and use of respiratory equipment including treatment procedures and providing reassurance and comfort. Contacts with physicians, nurses, and other health care professionals are for resolving complications in patient care, coordinating action during emergency situations; tube changes and transports; resolving problems associated failure; and providing clinical instructions and demonstrations in respiratory therapy procedures and techniques.

**FACTOR 8:
PHYSICAL DEMANDS
Level 8-2 (20 points)**

The work requires some physical exertion such as long periods of standing; walking

over rough and uneven surfaces; recurring bending; stooping, stretching etc.; recurring lifting of moderately heavy items or occasional lifting of heavy items (over 50 pounds). The work may require above average agility and dexterity. The work may also require working long hours without rest or relief and may require defending oneself or others against physical attack.

**FACTOR 9:
WORK ENVIRONMENT
Level 9-2 (20 points)**

The work environment involves moderately high risks or discomforts which require special safety precautions, e.g., working with risk of exposure to contagious disease, radiation or infection or in working with emotionally disturbed patients. Precautions are routine for nearly all situations. Nurses may be required to use protective clothing or gear, (e.g., masks etc.). The work environment may involve high risks of exposure to potentially dangerous situations where conditions cannot be controlled.

**TOTAL POINTS: 1715 POINTS
GRADE CONVERSION: GS-0651-08**

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Respiratory Therapist/Technician**
Series: **651**
Grade: **08**

MINIMUM QUALIFICATIONS

One year experience equivalent to the next lower grade level in the Federal service. Qualifying specialized experience must have demonstrated a knowledge of basic equipment used in respiratory therapy and included duties such as:

- Making regular rounds on hospital nursing units to review or collect clinical data to insure that the respiratory equipment is operating properly and in compliance with physicians' orders.
- Transporting, setting up, or testing the operation of and changing simple oxygen administering devices, e.g., masks and nasal cannulas with cylinder or centralized medical gas systems.
- Disassembling, cleaning, assembling, and sterilizing reusable respiratory equipment such as oxygen analyzers and regulators, including recognizing and reporting variations from expected results.

Examples of qualifying experience include work as a practical nurse, nursing assistant, medical machine aid, medical technician, or respiratory therapy aid if the above duties were performed.

LICENSURE REQUIREMENTS

Must possess a license to practice in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Not Applicable in the Following States

Alabama, Alaska, Colorado, Delaware, Hawaii, Michigan, Nevada, North Carolina, Vermont, and Wyoming.

Qualification Standards continue, next page . . .

Qualification Standards, continued

DESIRABLE QUALIFICATIONS

- Orientation in disaster medical and emergency services
- Associate or Bachelor's Degree
- Graduate of a Respiratory Care program
- Registered Respiratory Therapist or Certified Respiratory Therapy Technician by the National Board for Respiratory Care as appropriate.
- Additional certifications, such as:
 - Neonatal Resuscitation
 - Pediatric Advanced Life Support
 - Advanced Cardiac Life Support
 - NBRC Perinatal Pediatric Specialist

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

SAFETY OFFICER, GS-0301-12

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

SAFETY OFFICER, GS-0301-12

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position is responsible for the anticipation, identification, and assessment of hazardous and unsafe conditions. This includes developing measures to reduce risks in order to enhance personnel safety and accounta-

bility. He/she reports directly to a NDMS disaster response team leader.

MAJOR DUTIES AND RESPONSIBILITIES

Oversees all health and safety aspects of a NDMS disaster response team personnel while on a mission. This includes the personal safety of members while at the home base and/or Assembly Point, in vehicles or aircraft used during transit, at layover sites, the Point of Arrival/Mobilization Center (POA/MOB Center), the Base of Operations (BoB), all Areas of Operations, as well as patient's safety.

Ensures that optimal safety and injury prevention is being practiced at all times, as appropriate, including: proper respiratory protection use, hard hat protection, Universal Precautions during medical care, safe operation of motor vehicles, and other considerations.

Investigates, completes, and forwards all reports in regard to Team personnel injuries and illnesses for the review by the supervisor.

Prevents various types of illnesses among disaster and emergency personnel by ensuring proper personal hygiene (i.e., hand washing stations, etc.) monitoring

stress levels, ensuring adequate food and hydration is available, etc.

Intervenes immediately in unsafe activities to prevent the loss of life and/or injuries.

Develops plans for safety of team members and ensures it is included the Safety Plan for implementation.

Designs and manages the teams health prevention and risk reduction program. Ensures compliance with all pertinent federal and state laws, statutes, and regulations.

Performs other related duties as required to facilitate efficient administrative operations for the NDMS disaster team.

Extensive knowledge of field sanitation procedures.

Comprehensive knowledge of the functional and overall role of the action planning process.

Skill in analyzing information and developing written reports and oral briefings.

Ability to work well with technical experts, local officials, other organizations, possession of good interagency coordination skills.

Skill in oral and written communication to prepare reports, develop policies, procedures, present proposals, and provide advice, guidance and assistance.

EVALUATION FACTORS

**FACTOR 1:
KNOWLEDGE REQUIRED BY THE
POSITION**

Level 1-7 (1250 points)

Extensive knowledge of other disaster response organizations with Health and Human Services agreements.

Extensive knowledge of other disaster response organizations.

Extensive knowledge of the applicable OSHA standards.

Extensive knowledge of principles of risk management.

Extensive knowledge of the hazards associated with various disaster environments.

**FACTOR 2:
SUPERVISORY CONTROLS**

Level 2-4 (450 points)

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The incumbent has responsibility for planning, designing, and carrying out the work independently. Results of the work are considered as technically authoritative and are normally accepted without change. Work is reviewed only in terms of overall results in providing support during disasters and major emergencies. Incumbent keeps supervisor informed of any potentially controversial safety and occupational health matters during the disaster or major emergency.

**FACTOR 3:
GUIDELINES****Level 3-4 (450 points)**

Guidelines consist of, DHHS, NDMS regulations, policies, operational manuals, Federal safety and occupational health standards, state regulations and professional journals. Some of these guidelines are extremely broad and can be only applied in very general sense. The incumbent must exercise a high degree of judgment in interpreting policies and regulations, and in determining the most effective approaches to employ in pursuing program goals. Judgment is also required to evaluate and recommend improvements in the effectiveness and responsiveness of program services provided.

**FACTOR 4:
COMPLEXITY****Level 4-4 (225 points)**

The work involves planning, organizing, controlling, evaluating, and taking immediate action to minimize hazards and environmental safety conditions at the disaster or major emergency site. This includes the scheduling of various interrelated phases of work to meet time frames during a disaster or emergency. The work involves coordination with all parts of the NDMS disaster response team to resolve issues of safety, health, and environmental hazards. Evaluations and assessments and subsequent safety control measures require a thorough analysis of the circumstances because appropriate action is unclear and hazardous consequences not initially apparent.

**FACTOR 5:
SCOPE AND EFFECT****Level 5-4 (225 points)**

The purpose of the work is to administer a safety and occupational health program at the disaster/emergency site. The incumbent of the position develops courses of action to minimize or eliminate hazardous operations and conditions and devises alternative measures to meet unconventional circumstances. Work efforts result in minimizing or reducing unsafe acts, potential hazards and unsafe conditions at the disaster/emergency site. Successful completion of assignments contributes to the accomplishment of the NDMS's mission, goals, and objectives.

**FACTOR 6:
PERSONAL CONTACTS****Level 6-3 (60 points)**

Contacts are with officials, managers, NDMS staff, and representatives of public and private organizations, other government agencies and victims of the disaster or major emergency.

**FACTOR 7:
PURPOSE OF CONTACTS****Level 7-3 (120 points)**

The purpose of the contacts is to achieve the support of NDMS disaster response personnel in carrying out safety and health practices and procedures at the disaster/emergency site. Also the incumbent must convince others who may be skeptical in carrying out safety and health advice such as supervisors, representatives of the public, and representatives of public and private agencies.

**FACTOR 8:
PHYSICAL DEMANDS
Level 8-1 (5 points)**

The work requires some physical exertion such as periods of standing; walking; bending; stooping, stretching etc.; lifting of light items. The work may also require working long hours without rest or relief.

special safety precautions, e.g., working with risk of exposure to contagious disease or infection. Precautions are routine for nearly all situations.

**TOTAL POINTS: 2890 POINTS
GRADE CONVERSION: GS-0018-12**

**FACTOR 9:
WORK ENVIRONMENT
Level 9-1 (5 points)**

The work environment involves moderate risks or discomforts which require

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Safety Officer** (NDMS organizational title)
Safety Officer (OPM official title)

Series: **0301**

Grade: **12**

MINIMUM QUALIFICATIONS

One year of specialized experience directly related to the NDMS response or specialty team position equivalent to at least the GS-11 grade level. Specialized Experience is experience in or related to safety and occupational health that provided the specific knowledge, skills, and abilities to perform successfully the duties of the position.

Examples of qualifying specialized experience include:

- Managing safety or occupational health program elements.
- Developing and recommending safety and occupational health policy to higher levels of management.

Qualification Standards continue, next page . . .

Qualification Standards, continued

- Applying safety and occupational health laws, regulations, principles, theories, practices, and procedures to advise on or resolve technical matters dealing with occupational safety and health requirements.
- Developing safety and occupational health standards, regulations, practices, and procedures to eliminate or control potential hazards.
- Developing or implementing programs to reduce the frequency, severity, and cost of accidents and occupational illnesses.
- Analyzing or evaluating new and existing jobs, processes, products, or other systems to determine the existence, severity, probability, and outcome of hazards.
- Designing or modifying workplaces, processes, products, or other systems to control or eliminate hazards.
- Inspecting or surveying workplaces, processes, products, or other systems for compliance with established safety and occupational health policies or standards and to identify potential new hazards.
- Training of workers, supervisors, managers, or other safety and occupational health personnel in safety or occupational health subjects.
- Work in occupational fields such as industrial hygienist, safety engineer, fire prevention engineer, health physicist, and occupational health nurse.

DESIRABLE QUALIFICATIONS

- Completed advance ICS training.
- Completed ICS Safety Officer Course.
- Completed OSHA HazMat First Responder Awareness training.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

SECURITY SPECIALIST, GS-0080-12

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

SECURITY SPECIALIST, GS-0080-12

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

This position was established to: (1) ensure the safety of personnel assigned to the Management Support Team, Disaster Medical Assistance Teams, Disaster Mortuary Operational Response Teams, and other elements deployed to disaster sites and (2) protection of physical property.

MAJOR DUTIES AND RESPONSIBILITIES

1. Conducts vulnerability and threat assessments at locations where NDMS field units are, or may be, deployed. Recommends equipment, methods, policies, procedures, and systems to enhance the level of security.
2. Resolves problems or conflicts between physical security requirements and organizational missions.
3. Develops an understanding of the capabilities and limitations of law enforcement and security agencies having jurisdiction over the locations where NDMS elements are deployed. Establishes a rapport with senior officials and supervisory personnel of those agencies in order to influence decisions on actions that support NDMS security requirements.
4. Negotiates agreements with local governments and commercial services to provide security at locations where NDMS field units are deployed.
5. Institutes crime prevention measures to protect NDMS personnel and property.
6. Prioritizes the delivery of services and resolves resource allocation issues.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

1. Formal training and experience in the methods and techniques for conducting security vulnerability assessments of difficult and complex situations which may involve overlapping and conflicting requirements, agreements with participating organizations and agencies for security resources and responsibility sharing, or recommending multi-layered security systems for personnel access, physical protection devices, monitoring equipment, and other measures.
2. Knowledge of commonly applied security principles, concepts, and methodologies. Knowledge of physical security requirements and organizational goals to effectively review, analyze, and resolve varying, difficult and often highly complex security problems.
3. Knowledge of a wide variety of state-of-the-art security equipment and devices used to plan and implement protective methods and security procedures for disaster sites in hazardous environments and locations.
4. Formal training and experience in law enforcement responsibilities, procedures, and, activities relating to the protection of personnel and property.
5. Knowledge of contractual arrangements and performance criteria for guard and security work performed under contract by private

protective services. Experience in supervising and evaluating the performance of contracted services.

6. Ability to communicate effectively orally, and in writing.
7. Ability to resolve difficult and complex security problems.

FACTOR 2: SUPERVISORY CONTROLS

The MSU commander or Chief of Field Operations assigns work and provides guidance in the form of objectives or brief instructions which requires the incumbent to exercise a wide degree of independent professional judgement in planning, designing, executing their duties. The incumbent independently determines what methods and techniques are required to accomplish assignments. The incumbent makes extensive unreviewed technical judgments concerning the development of security requirements and procedures and is regarded as the leading technical authority for field security for the employing organization.

FACTOR 3: GUIDELINES

Guidelines consist of Department of Health and Human Service's, FEMA and PHS policies, instructions, program guidance, and other approved staff papers. The guides available are general in nature and require the incumbent to use considerable judgement in adopting and implementing them for use on disaster scenes. Typically work situations are unique with no limited precedents and accordingly, it is often necessary for the incumbent to modify or develop new methods and criteria. The incumbent keeps abreast of new or revised policies, methods, and techniques in the field.

**FACTOR 4:
COMPLEXITY**

The employee uses initiative and resourcefulness in researching and implementing new and improved security methods and procedures at disaster sites. The employee exercises a great deal of personal judgment and discretion with broad latitude for interpreting and applying guidelines. Assignments are frequently made more complex due to the sensitivities involved in working around disaster sites, overlapping jurisdictional responsibilities, and political ramifications.

**FACTOR 5:
SCOPE AND EFFECT**

The work affects security system design, installation, and maintenance in a wide range of activities within the organization and in participating agencies, provides solutions to security problems and questions that arise, and serves as precedent for similar circumstances. Recommendations and technical interpretations affect the level of funding required to provide security. The incumbent's work may significantly affect the availability of resources and work methods of Federal, State and local law enforcement agencies, and commercial security providers.

**FACTOR 6:
PERSONAL CONTACTS**

Daily contact is with senior personnel of NDMS field elements, Federal, State and local law enforcement agencies, and commercial security providers. Contacts take place in a moderately unstructured setting (e.g., the contacts are not established on a routine basis, the purpose and extent of each contact is different, and

the role and authority of each party varies). The employee also has extensive contacts with program managers and personnel in staff support offices for the purpose of consolidating requirements and resources into a single or coordinated security program efforts.

**FACTOR 7:
PURPOSE OF CONTACTS**

The purpose of contacts is to: (1) obtain information necessary to produce security assessments and obtain resources, persuade senior officials (possibly with widely differing goals and interests) to follow a recommended course of action consistent with established security policies, objectives, and regulations, (2) briefing senior officials and managers on security issues and procedures, (3) resolving security issues and problems or for carrying out security plans and reviews, or (4) administratively implementing security programs.

**FACTOR 8:
PHYSICAL DEMANDS**

Requirements of the work range from sedentary to demanding physical activity. The work requires regular and recurring physical exertion, such as long periods of standing, walking, bending, stooping, reaching, crawling and similar activities and may require lifting and carrying of heavy equipment.

**FACTOR 9:
WORK ENVIRONMENT**

The work setting varies. A substantial portion of the work is performed at disaster sites, sometimes in adverse weather. The work environment may be situated in a hazardous area in terms of destroyed infra-

structure (e.g., food and water, housing, electricity, communications) the presence of endemic diseases, limited health and sanitation facilities, or have been subject to radiological, chemical, or biological warfare agents. There may be regular and recurring exposure to moderate discomforts and unpleasantness and the

employee may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Work may be subject to tight deadlines and stressful conditions during emergency assignments.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Security Specialist**

Series: **GS-0080**

Grade: **12**

MINIMUM QUALIFICATIONS

One year of specialized experience directly related to the NDMS response team position equivalent to at least the GS-11 grade level in the Federal service.

DESIRABLE QUALIFICATIONS

- Training and/or experience in civil or military field casualty care operations.
- Formal training and experience in law enforcement responsibilities, procedures, and activities relating to the protection of personnel and property.
- Knowledge in commonly applied security principles, concepts, and methodologies.
- Formal training and experience in the methods and techniques for conducting security vulnerability assessments of difficult and complex situations.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

SUPPLY MANAGEMENT OFFICER, GS-2003-13

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

LOGISTICS SECTION CHIEF, GS-2003-13

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Logistics Section Chief/Supply Management Officer plans, directs, controls, and manages equipment and supply operations for a NDMS disaster response team following activation, during deployment, and return to home base. The incumbent reports directly to a NDMS Team Leader.

MAJOR DUTIES AND RESPONSIBILITIES

Manages, directs, controls, and supervises the activities of the Section which consists of approximately 15 to 30 employees during a disaster or major emergency. Supervises all employees of the Section through the team leader positions. Positions supervised include the Communications Unit Leader, Supply Unit Leader, Facilities Unit Leader, Equipment Specialists(s), Pharmacy Supply Unit Leader, and the Telecommunications Specialists. As the manager of the Section, incumbent carries out a full range of administrative duties in the performance of his/her supervisory responsibilities including the preparation of performance evaluations for assigned personnel.

Implements and manages an efficient supply management program to fill the immediate needs of the NDMS disaster response team en-route to and at the site of a disaster or major emergency.

Provides overall guidance, supervision, and direction of procurement activities.

During mobilization, supervises loading and transportation of the NDMS disaster response team equipment cache.

Determines Section's staffing and logistical needs and requests additional resources as necessary.

Determines an acceptable equipment cache storage site upon arrival and plans the physical layout to facilitate proper NDMS disaster team operations.

Ensures the setup of the NDMS disaster response team equipment cache and supervises the issuance of supplies and equipment.

Reviews and analyzes requests for the NDMS disaster response team's supplies and equipment.

Establishes ordering procedures in consultation with the Administrative/Finance Section Chief and the MST Logistics Section Chief.

Identifies deficiencies and implements corrective actions as needed within the Section.

Investigates and submits documentation and reports on lost or destroyed property to the Administrative/Finance Section Chief for the purpose of accountability and replacement.

Maintains the level of supplies and equipment necessary to accomplish the Team mission at all times during the deployment.

Develops transportation resources and coordinates transportation schedules to ensure a sufficient number of vehicles are available for transport to the assigned location as well as while on site.

Responsible for the equipment and supply inventory to include the implementation and maintenance of an up-to-date computerized logistical tracking system that maintains an accountability of supplies and equipment expended and distributed from the cache.

Coordinates air transportation of the NDMS disaster response team's cache with military and civilian transport officials.

Receives briefings and SITREPs and ensures that all Logistics Section personnel are kept informed of mission objectives and status changes.

Provides situation updates to the supervisor and maintains records and reports of Logistics Section activity.

Performs other related duties as required to facilitate efficient administrative operations for the NDMS disaster team.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent functions under the general supervision and guidance of the Team Leader. The incumbent notifies the supervisor when work involves deviation from normal policies and procedures. The Supply Management Officer manages the operation within program goals, objectives, regulations, and administrative requirements imposed by NDMS, DHHS, etc. Completed assignments are reviewed in terms of accomplishment of objectives and overall effectiveness of the supply management operations.

QUALIFICATION STANDARDS

JOB CATEGORY

Title **Logistics Section Chief**(NDMS organizational title)
Supply Management Officer (OPM official title)

Series: **GS-2003**

Grade: **13**

MINIMUM QUALIFICATIONS

One year of specialized experience directly related to the NDMS response team position equivalent to at least the next lower grade level in the Federal service. Supervisory experience is required.

DESIRABLE QUALIFICATIONS

Training and/or experience in disaster medical supply operations.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

LEAD GENERAL SUPPLY SPECIALIST, GS-2003-12

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

SUPPLY UNIT LEADER

AND/OR

FACILITIES UNIT LEADER, GS-2003-12

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Supply Unit Leader assists the Logistics Section Chief/Supply Management Officer in the packing, transportation, setup, operation, and accountability of the NDMS disaster response team's

equipment cache and all team supply issues. The Facilities Unit Leader provides facility setup and management services for the NDMS disaster response team while on-site. Both positions report directly to the Logistics Section Chief/Supply Management Officer.

MAJOR DUTIES AND RESPONSIBILITIES

- The incumbent(s) of this position description performs any or all of the following duties and responsibilities:
- As team leader, assumes typical lead responsibilities of approximately 5 to 10 employees engaged in logistics work, which includes the distribution and balancing of work among employees; adjusting workload priorities; training employees in specific tasks and making written instructions and policies available, amending or rejecting work; providing direction and answering technical questions on policies, procedures, and directives; obtaining needed equipment and ensuring proper working conditions; approving emergency leave; resolving informal complaints; and report-

ing to the supervisor on performance, progress and training needs of unit employees.

- Oversees the supply and/or facilities function.
- Assists with loading and unloading of the NDMS disaster response team's equipment cache according to load plan.
- In coordination with the Logistics Section Chief, obtains necessary space for the NDMS disaster response team's operations.
- Provides facility maintenance services as needed.
- Sets up equipment as necessary for team operations.
- Identifies the appropriate source of supply and carries out the acquisition process as determined by the supervisor(s).
- Contacts team personnel to determine the status of supplies and immediate needs to sustain acceptable level of effectiveness. Notes shortages and determines why they exist.
- Reports status of stock levels and shortages to the supervisor on a regular basis along with recommendations for corrective action and recommends possible substitutions.
- Sets up and ensures all facilities, services, and equipment are properly

functioning.

- Prepares detailed status reports for the supervisor.
- Orders and receives equipment and supplies to meet anticipated needs in coordination with the MST.
- Distributes supplies and equipment, as requested.
- Assures that equipment and supplies are safely secured and maintained in an acceptable state of readiness for immediate distribution and use.
- Prepares detailed status reports for the supervisor and assists with inventory and maintenance of team equipment and supplies.
- Prepares performance evaluations for assigned personnel.
- Performs other duties as assigned.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent serves under the general supervision of the Logistics Section Chief/Supply Management Officer. Within the limits of his/her assignment, the incumbent functions with considerable independence. Work is subject to review in terms of overall evaluation of program accomplishments, and effectiveness.

QUALIFICATION STANDARDS

JOB CATEGORY

Title **Supply/Facilities Unit Leader** (NDMS organizational title)
Lead General Supply Specialist (OPM official title)

Series: **GS-2003**

Grade: **12**

MINIMUM QUALIFICATIONS

One year of specialized experience directly related to the NDMS response team position equivalent to at least the next lower grade level in the Federal service. Supervisory/lead experience is required.

DESIRABLE QUALIFICATIONS

Training and/or experience in disaster medical supply operations.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

SUPPLY MANAGEMENT OFFICER, GS-2003-11

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

SUPPLY MANAGEMENT OFFICER, GS-2003-11

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness (OEP), Office of Public Health and Science (OPHS), Office of the Secretary. The Department of Health and Human Services (DHHS), is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The OEP is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The Supply Management Officer assists the Supply Unit Leader and Logistics Section Chief/Supply Management Officer in the packing, transportation, setup, operation, and accountability of the NDMS disaster response team's equipment cache and all team supply issues.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent plans and coordinates the development of procedures and instructions to implement and manage an efficient supply management program to fill the immediate needs of the CSU during training or actually at the site of a disaster. The incumbent reviews and analyzes requests for supplies and equipment from the CSU. The organization served primarily requires medical supplies and equipment and a few items that are heavy and complex. Items managed also include a variety of forms, manuals, or other printed material. The majority of the supplies and services are obtained through the General Services Administration or PHS; some items are purchased on the open market. The incumbent will coordinate the supply program with all operating elements mobilized under NDMS. Identifies need for the more complicated supplies and equipment. Determines if such needs etc. are justified. Following approval of the requests by the Logistics Section Chief, the incumbent identifies the appropriate sources of supply and carries out the acquisition process.

The incumbent maintains adequate controls of the acquisitions of property, supplies, and equipment within the CSU to ensure compliance with established HHS

and NDMS policies. The incumbent deals with CSU personnel to assure understanding of regulations and requirements and to maintain an adequate property control system. Identifies deficiencies and issues corrective action required along with recommendations for new, revised, and/or improved practices, procedures, and methods.

The incumbent is responsible for receiving property, equipment and supplies. Responsible for maintaining accountable records on specified classes of non-expendable property. Assures that all accountable property is properly tagged or marked. The incumbent periodically supervises a physical inventory of non-expendable property. Upon request, the incumbent prepares and furnishes a listing of accountable property maintained in the CSU. Provides advice and guidance to the CSU staff on issues concerning the use of government property.

The incumbent investigates loss, damage, or destruction of government property. Prepares reports of findings and makes recommendations as to the proper course of correction action to be taken.

Prepares periodic and special reports covering procurement, acquisition, utilization, value, and disposition of government property.

The incumbent supervises the preparation of supplies and equipment for use during disasters and emergencies. Is responsible for the security and storage of equipment. Assures that property and supplies needed during a disaster are properly marked or flagged ready for immediate distribution. Designs packing and loading plans and distributes plans to key personnel.

During mobilization in an actual emergency, the incumbent supervises the loading, transportation, and set up of medical equipment and supplies. Supervises the issuance of equipment and supplies. The incumbent must recognize the need for and supervises resupply operations.

In special situations, the Supply Management Officer identifies the need for external support. Identifies appropriate sources of supply and prepares the necessary documentation to contract for such support.

QUALIFICATION STANDARDS

JOB CATEGORY

Title Supply Management Officer
Series: GS-2003
Grade: 11

MINIMUM QUALIFICATIONS

One year of specialized experience directly related to the NDMS response team position equivalent to at least the next lower grade level in the Federal service.

DESIRABLE QUALIFICATIONS

Training and/or experience in disaster medical supply operations.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

UNIT COMMANDER (NON-MEDICAL), GS-0301-15

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

TEAM LEADER, GS-0301-15

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Team Leader responsible for managing and supervising all aspects of a disaster mission, both operational and managerial, from the time of activation through the return to the home jurisdiction

including all resources (personnel and equipment) and the development and completion of all response operational objectives as assigned by the Management Support Team (MST), as well as, proper reporting, record keeping, and after-action requirements.

MAJOR DUTIES AND RESPONSIBILITIES

Supervises the overall function of an NDMS primary care, specialty, or mortuary response team to care for victims of a disaster or other assignment such as providing supplemental staffing to the local medical infrastructure during mass casualty incidents.

Provides management expertise and supervision of the work of 15-30 team members consisting of physicians and other health care providers, technical and support personnel, and overall administration activities of the team, including supervision of the Chief of Logistics, Operations, Planning, Administrative/Finance, Safety, and Chaplain services. The grade levels of team members range from GS-3 through GS-14.

Represents HHS in dealing with sponsoring hospitals and Federal and/or regional

coordinating center and/or HHS Medical Response Coordinator. Establishes liaison with State and local emergency preparedness authorities, disaster relief organizations, including the American Red Cross, and others. Exercises a high degree of independence and leadership in coordinating activities of the team and guiding health care providers in solving difficult problems during disaster service.

Provides management support and directions during evacuation procedures of critically injured patients to local medical facilities. Ensures patient evacuation plans and procedures are properly understood and carried out by team members.

Interacts with the MST Leader for coordination of team activities and support of FRP requirements. Receives briefings from the MST and ensures that team members are kept informed of mission objectives and status changes. Supervises the completion of all required reports and maintenance of records.

Provides for team orientation and establishes individual or team training programs in the field of emergency management including environmental sanitation, personal hygiene, stress management, and triage to ensure effective and efficient field operations. Conducts annual performance evaluations of team

members. Selects qualified applicants for team positions.

Participates in formal debriefing sessions following disaster service. Develops after-action reports including critical evaluation of field operations, team performance, operating policies, and treatment techniques.

Keeps abreast of the latest developments in the field of medical care management and recommends or implements necessary changes.

Ensures accountability, maintenance and minor repair and replacement of all NDMS issued supplies and equipment.

The incumbent must possess broad experience in emergency management activities.

Basic Life Support (BLS) training and certification is strongly recommended.

Performs other duties as assigned.

SUPERVISION AND GUIDANCE RECEIVED

The incumbent of this position reports to the MST Leader, who provides broad supervision and direction. The incumbent's management decisions are accepted as authoritative during emergency disaster service.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Team Leader** (NDMS organizational title)
Unit Commander (non-medical)(OPM official title)

Series: **301**

Grade: **15**

MINIMUM QUALIFICATIONS

One year of operational experience in emergency incident management on a regular and continuous basis equivalent to the GS-14 level in the Federal service.

DESIRABLE QUALIFICATIONS

Applicant should possess the knowledge, skills, and abilities listed below.

Knowledge

- Comprehensive knowledge of the NIIMS Incident Command System
- Comprehensive knowledge of the DMAT/Specialty Team functions, operations, strategy, and safety considerations
- Formal training in managing large-scale disasters or events from the National Fire Academy, Emergency Management Institute, or equivalent
- Knowledge of other disaster response organizations and their missions, i.e., FEMA ESF, Red Cross, NGO, etc. for the purpose of exchanging disaster-related information
- Knowledge of the Federal Response Plan
- Knowledge of supervisory and personnel management skills
- Practical knowledge of the terminology and capabilities of the major items in the equipment cache

Skills

- Competent in the development and use of integrated action planning concepts and processes
- Operational experience in emergency incident management on a regular and continuous basis

Qualification Standards continue, next page . . .

Qualification Standards, continued

Abilities

- Capable of effectively coordinating and directing multiple functions of the DMAT/Specialty Team during mission assignment
- Possess good inter-organization coordination skills, work well with technical experts, local officials, and other organizations
- Able to manage assigned personnel, specialized equipment, and support resources during a disaster situation
- Ability to effectively organize and plan during crisis situations

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

VETERINARY MEDICAL OFFICER, GS-701-13

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

VETERINARY MEDICAL OFFICER, GS-701-13

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-staging unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Veterinary Medical Officer of the NDMS response team and is responsible for providing the complete range of veterinary services.

MAJOR DUTIES AND RESPONSIBILITIES

Provides preventive medicine support, sanitation inspections, water quality, environmental and agricultural concerns; proper sheltering and treatment of livestock; and control of infectious diseases (epizootic and zoonotic).

Ensures public safety through: protection of the animal food supply; care of injured or sick animals and control of stray and abandoned animals; rescue and rehabilitation of affected wildlife; proper disposal of animal carcasses; and laboratory evaluation of dead animals.

Negotiates necessary services with local/state veterinary centers, VMATs, and/or organizations to accommodate the wide spectrum of emergency needs.

Conducts necropsies and obtains samples for laboratory analyses.

Collaborates with local/state veterinary hospitals, organizations, and humane societies or other animal control groups to accommodate wide spread emergency needs.

Must have experience providing services in a disaster or major emergency situation.

Performs other duties as assigned.

SUPERVISION AND GUIDANCE RECEIVED

Works under the supervision of the Veterinary Operations Chief who discusses veterinary medical service needs and requirements. The incumbent independently provides the full range of veterinary services during disasters or major emergencies. Work is reviewed in terms of meeting the requirements of the disaster mission.

OTHER SIGNIFICANT FACTS

Must be a graduate from an accredited Veterinary School of Medicine in the U.S. or Canada. Incumbent must possess a permanent, current, full and unrestricted license in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

ALS certification required.

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **Veterinary Medical Officer**

Series: **0701**

Grade: **13**

MINIMUM REQUIREMENTS

Education: A Doctor of Veterinary Medicine (D.V.M.) or equivalent degree at a school approved or accredited by the American Veterinary Medical Association (AVMA), a State department of education, or a State Board of Veterinary Medical Examiners.

ADDITIONAL REQUIREMENTS

One year of specialized experience directly related to the NDMS Response Team position equivalent to at least the GS-12 level in the Federal service.

LICENSURE REQUIREMENT

A valid and unrestricted license to practice veterinary medicine in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

DESIRABLE QUALIFICATIONS

- Knowledge of environmental and occupational health hazards.
- Skill in veterinary emergency medicine and surgery.
- Experience in rescue and rehabilitation techniques for wildlife.

POSITION DESCRIPTION

OFFICIAL TITLE, SERIES, AND GRADE:

DIAGNOSTIC RADIOLOGIC TECHNICIAN, GS-0647-05

NDMS ORGANIZATIONAL TITLE, SERIES, AND GRADE:

X-RAY TECHNICIAN, GS-0647-05

INTRODUCTION

This position is organizationally located in the Office of Emergency Preparedness, Office of Public Health and Science, Office of the Secretary. The Department of Health and Human Services is the primary agency for the Emergency Support Function (ESF) #8, "Health and Medical Services", under the Federal Response Plan (FRP). The Office of Emergency Preparedness is the headquarters for the National Disaster Medical System (NDMS) and, in that capacity, supports the planning, organization and development of medical response teams of NDMS. The disaster medical response teams, i.e., primary care, specialty, and others, are a basic element in the personnel component and can be expanded to a clearing-stage unit while other teams are preparing for activation. Health care providers and medical support personnel are recruited from local communities to serve national needs in the event of disasters or other major emergencies requiring extraordinary medical services.

The incumbent of this position serves as a Diagnostic Radiologic Technician of the disaster response team/specialty/or other and is responsible for performing diagnostic radiographic procedures (x-rays) of the

skull, chest, pelvis, extremities, spine and abdomen of seriously ill individuals for radiographic diagnostic documentation.

MAJOR DUTIES AND RESPONSIBILITIES

Performs diagnostic radiographic procedures of the skull, chest, pelvis, extremities, spine, and abdomen of seriously ill individuals in accordance with standard operating procedures set forth by the American Registry of Radiologic Technologists (AART).

Deviates from standard operating procedures to adapt for deformities of body, injuries, and other variable considerations such as age and weight of the individual. Must be skilled to use basic formulae and calculate technical factors for patients who are frail or obese.

Loads and unloads cassettes. Operates automatic film processing machines, and mixes and replenishes processing chemical to achieve proper examination results.

Exercises technical knowledge of positioning patients for radiographic examination, including customary alternate positions for patients with common and serious deformities or injuries.

Maintains radiographic records as: patient records, cassettes and films, x-ray files, and statistical reports and summaries. Submits daily reports to the supervisor.

Performs other duties as assigned.

EVALUATION FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-3 (350 Points)

The incumbent must be knowledgeable of radiation protection standards and techniques for minimum radiographic exposure; knowledge of positioning patients for radiographic examination, including alternate positions for patients with common deformities or injuries; skill to perform routine diagnostic procedures, i.e., chest, joints, extremities.

FACTOR 2: SUPERVISORY CONTROLS

Level 2-2 (125 Points)

The incumbent works under the supervision of the Group Supervisor. Assignments are routine and completed independently. Unusual or difficult cases not covered by standard operating procedures are referred for assistance. Work is reviewed through completed x-rays for technical accuracy and compliance with established procedures.

FACTOR 3: GUIDELINES

Level 3-2 (125 Points)

Guidelines include textbooks and technical manuals. Standard operating proce-

dures cover the number and sequence of exposures, the normal positioning of the patient and the technical factors for the examination. The incumbent uses judgment in selecting and adapting setting and positions.

FACTOR 4: COMPLEXITY

Level 4-2 (75 Points)

The work consists of duties involving a number of related steps, processes, or methods, i.e., exams of limited difficulty as chest, spine, or extremities, which fall within standard operating procedures. Deviations are necessary to avoid causing further pain or injury to an injured patient.

FACTOR 5: SCOPE AND EFFECT

Level 5-2 (75 Points)

The purpose of the work is to provide x-ray studies for medical personnel in diagnosis and treatment of various accident and disaster trauma. Examination accuracy effects the reliability of physician's diagnosis and treatment.

FACTOR 6: PERSONAL CONTACTS

Level 6-2 (25 Points)

Contacts are with patients, coworkers, and the medical staff usually within a structured setting.

FACTOR 7: PURPOSE OF CONTACTS

Level 7-2 (50 Points)

The purpose of contacts is to exchange information on radiographic procedures,

scheduling, or address patient concerns and problems.

**FACTOR 8:
PHYSICAL DEMANDS
Level 8-2 (20 Points)**

Long periods of standing and walking are necessary; frequent bending and carrying film cassettes for rapid film changes.

**FACTOR 9:
WORK ENVIRONMENT
Level 9-2 (20 Points)**

Work is performed in a well-lighted, heated, and ventilated area. Must wear protective clothing such as a lead apron.

**TOTAL POINTS: 865 POINTS
GRADE CONVERSION: GS-05**

QUALIFICATION STANDARDS

JOB CATEGORY

Title: **X-Ray Technician** (NDMS organizational title)
Diagnostic Radiologic Technician (OPM official title)
Series: **0647**
Grade: **05**

MINIMUM QUALIFICATIONS

Experience

One year of experience in the operation of diagnostic radiology equipment under the direction of radiologists or other medical officers to produce radiographic studies used in medical diagnosis and treatment.

Education

Must (1) have successfully completed an educational program that meets or exceeds the standards and is accredited by an organization recognized by the Department of Education, and (2) be certified as radiographers in their field. The following meet these requirements: radiologic personnel who (a) received training from institutions in a State or foreign jurisdiction that did not accredit training in that particular field at the time of graduation, or (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited education program, provided that such persons show evidence of training, experience, and competence as determined by the employing agency.

Qualification Standards continue, next page . . .

Qualification Standards, continued

CERTIFICATION REQUIREMENT

Must possess a current certification as a radiographer.

DESIRABLE QUALIFICATIONS

Basic Life Support (BLS) training and/or certification.

