

ASPR TRACIE Technical Assistance Request

Request Receipt Date (by ASPR TRACIE): 30 July 2019

Response Date: 14 August 2019

Type of TA Request: Complex

Request:

The requestor asked if ASPR TRACIE could help identify job descriptions for hospital emergency preparedness coordinators.

Response:

The ASPR TRACIE Team conducted a search online for job descriptions specific to hospital emergency preparedness coordinators. We also reached out to ASPR TRACIE Subject Matter Expert (SME) Cadre members for their feedback and resources they could provide.

Section I includes a job summary, a consolidated list of roles and responsibilities, and a list of typically required qualifications for a hospital emergency preparedness coordinator that ASPR TRACIE summarized through resources gathered online and from feedback provided by our SMEs. Section II provides a list of references that were used to create the job description in Section I.

I. Summary of Job Description for Hospital Emergency Preparedness Coordinators

Job Summary:

Responsible for the coordination and implementation of emergency preparedness standards to facilitate a safe environment for patients, staff, and visitors. Coordinate education and exercises within the organization to ensure an organized response during a disaster. Responsibilities include the integration of safety and other relevant regulations, and 24/7 oversight of incident and event response.

Roles and Responsibilities:

- Conduct an annual hazard vulnerability assessment (HVA)/ risk analysis to determine the facility's risk for natural (e.g., hurricanes, floods, earthquakes), technological (e.g., nuclear power plant emergencies or hazardous materials spills), human-caused (e.g., active shooter or hostage situations), and other disasters.
- Develop and maintain emergency plans and procedures for disasters identified in the HVA/ risk analysis.
- Collaborate with the management team in the creation, development, education, training, and implementation of disaster plans that are in alignment with state and other regulatory agencies.

- Know when to activate the facility’s emergency operations plan and hospital command center.
- Know the organization’s alert and notification system and procedures, and ensure appropriate staff is educated on this as well.
- Manage disaster response or crisis management activities for the facility. Ensure availability of staff 24/7 to respond to disaster or potential disaster situations.
- Participate in the organization’s committee for general administration in planning, coordinating, maintaining, and updating disaster plans, including internal and external event response. Provide necessary project management and support for all related emergency preparedness sub-committee work.
- Manage the development and expensing of the emergency preparedness budget.
- Develop and prepare reports that fulfill grant contract requirements as outlined by the specific funding stream.
- Perform an education and training needs assessment and works collaboratively with staff development representatives to create, implement, and review safety/ regulatory education and training requirements/ programs to meet the needs of staff (e.g., Hospital Incident Command System).
- Coordinate the use and routine testing of all disaster-related equipment.
- Develop policies and procedures that facilitate compliance and program implementation. Ensure the facility meets all standards and compliance with federal regulations related to emergency management planning, such as The Joint Commission (TJC), Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), National Fire Protection Association (NFPA), Centers for Medicare & Medicaid Services (CMS), and Department of Homeland Security (DHS) regulations and standards. Also ensure that the facility meets the Emergency Management criteria required by the hospital accreditation body (e.g., TJC, DNV-GL).
- Establish mechanisms to collect, review, and track data required by local, state, and federal entities which are consistent with the facility’s policies and procedures.
- Coordinate the collection of organization-wide regulatory required information including, but not limited to, hazardous materials inventory, departmental hazard surveillance, and disaster supply inventories. **NOTE:** The coordination of hazardous materials inventory will vary by hospital, and in some cases may be managed by the facility’s safety department instead.
- Provide warnings and emergency data to the organization, and operations and technical support to leadership before, during, and after emergencies that affect it.
- Develop relationships and collaborate with partners/ stakeholders, both internal and external to the organization, such as: other local hospital disaster coordinators, the area healthcare coalition, and emergency medical services, public health, fire, and law enforcement agencies.
- Identify and maintain contact information for community response partners and identify how your facility will be notified of an emergency/ crisis situation.
- Establish a schedule of training and exercises to practice/ test the emergency plans and participate with community partners in community or statewide exercises maintaining compliance with accrediting agencies. Document the results of these exercises in an after-action report to improve the facility’s emergency operations plan and response activities. Incorporate any lessons learned into future iterations of the plans.

- Perform assigned incident command role during drills, exercises, and real word emergencies.
- Coordinate and meet with department leaders from the organization to work on corrective action plans, and improvement initiatives related to safety and emergency management programs.
- Represent the organization on various preparedness committees, such as the regional healthcare coalition.
- Mentor students, interns, and other applicable staff on the roles and responsibilities of the emergency manager.

Typically Required Qualifications:

- Bachelor’s degree or higher desirable (preferably in the field of emergency management or related degree). **NOTE:** Many organizations do not require a degree; however, some form of continued education or certification is preferred. In some cases, the organization would favor the candidate to have healthcare experience more than a degree. It is also important to note that the term “coordinator” may mean different things in various states. For example, some states use the term “manager,” while in other states the term “coordinator” can mean an entry level position.
- 3-5 years of experience in healthcare-related field to include emergency preparedness, safety and/or regulatory compliance.
- Clinical experience as pre-hospital or hospital clinician encouraged, not required.
- Prior experience in program coordination.
- Analytical skills necessary in order to evaluate and make recommendations regarding emergency management issues.
- Ability to design lesson plans, coordinate courses, and assist/ conduct realistic simulated training.
- Ability to articulate complex concepts both orally and in writing. This may include various public speaking events.
- Familiarity with healthcare emergency preparedness, including security, safety, HAZMAT, OSHA, NIMS, HICS, HVA, CMS, and hospital accreditation body (e.g., TJC, DNV-GL) related criteria.
- Familiarity with Hospital Preparedness Program capabilities and understand healthcare coalition activities/ regional response activities.
- Certification in Emergency Management/ Preparedness.
- Completion of Incident Command System (ICS) 100, 200, 700, and 800 within 1 year from date of hire.

II. Resources Gathered for Job Description Summary

The following list of references were used to summarize the job description summarized in Section I of this document. These resources identify the duties that a hospital emergency preparedness coordinator would normally be required to accomplish, and addresses the appropriate education, training and skills needed to fulfill such a position.

- California Hospital Association. (2017). [Hospital Disaster Preparedness: Your Guide to Getting Started. Helpful Information for Individuals Who Are New to Disaster Preparedness.](#)
- Careersinpublichealth.net. (2019). [Disaster Preparedness Coordinator.](#)
- Emergency Management Degree Program Guide. (2015). [What Does a Hospital Emergency Preparedness Administrator Do?](#)
- Georgia Department of Public Health. (2014). [The Emergency Coordinator: Key Roles in Integrated Response.](#) **NOTE:** This presentation is for a state-level public health agency, but may still be applicable to similar roles at the hospital or facility-level.
- Healthcare Administration Degree Programs. (2019). [What is an Emergency Management Coordinator?](#)
- MyMajors. (n.d.). [Emergency Management Coordinator Career.](#) (Accessed 8/6/2019.)
- Orlando Health. (2017). Corporate Emergency Preparedness Specialist: Job Description. (Document attached).
- Zippia, Inc. (2019). [Working as an Emergency Preparedness Coordinator.](#)
- Various ASPR TRACIE SMEs. **NOTE:** Several ASPR TRACIE SMEs provided comments via email, which were incorporated into this document.