

Mayo Emergency Incidence Command System (MEICS)

Job Action Sheet: Psychological Support Unit Leader

Position Assigned _____
To: _____

Position Reports _____
To: (Human Services Director)

Location: **Operations Section Center, Generose G-220A**

Telephone: 507-255-0485

Psychological Support

Mission

Assure the provision of psychological, spiritual and emotional support to the hospital staff, patients, dependents and guests. Initiate and organize the Critical Stress Debriefing process.

Immediate

- Receive appointment and briefing from Human Services Director.
- Put on position identification vest.
- Assist in development of subsection action plan. Note time for follow up meeting.
- Establish teams composed of staff, chaplain, and other mental health professionals to support the psychosocial needs of the staff, patients and guests. Work with Employee Assistance Program Unit Leader to assess staff needs.
- Monitor critical equipment and supplies, and alert Incident Commander to potential shortages.

Intermediate

- Designate a secluded debriefing area where individual and group intervention may take place. Coordinate with Staff Support Unit Leader.
- Appoint psychological support staff to visit patient care and non-patient care areas on a routine schedule.
- Meet regularly with all members of the Human Services Subsection.
- Assist the Staff Support Unit Leader in establishment of staff information/status board (situation, disaster update, hospital activities).

Extended

- Advise psychological support staff to document all contacts.
- Observe psychological support staff for signs of stress and fatigue. Arrange for frequent, mandatory rest periods and debriefing sessions.
- Schedule and post the dates and times for critical stress debriefing sessions during and after the immediate disaster period.
- Document all actions, decisions and interventions.
- Extended is defined as anything greater than 4 hours from start of incident.