

**Date:** July 30, 2010  
**Job Title:** Mass Fatality Management- Health Care Facility Coordinator- Consultant Position  
**Position Reports to:** Deputy-Director of OCME Special Operations  
**Organization:** Fund for Public Health in New York, Inc./NYC DOHMH  
**Work Location:** Office of Chief Medical Examiner Office

This consultant contract is grant-funded through June 30, 2011 with possibility of an extension (subject to the availability of funding).

## **POSITION DESCRIPTION**

The New York City Office of Chief Medical Examiner's seeking an exceptional candidate for the position of Mass Fatality Management Health Care Facility (HCF) Coordinator to lead the next phase of its HCF preparedness strategy. The Plan Manager will have broad responsibility to facilitate implementation of HCF Mass Fatality (MF) plans; coordinate training and communication between OCME, HCFs, the Greater New York Hospital Association and the Health & Hospitals Corporation; develop mass fatality management best practices, Standard Operation Procedures (SOPs) and training for HCFs to enhance the management of decedents during a MF event; and begin the process of regional coordination of intrastate and interstate jurisdictions. The Consultant will also serve as the project manager for all other HCF initiatives as appropriate.

This position fits within the larger framework of OCME's CIMS role as the lead agency in New York City for Mass Fatality Management. OCME may establish body collection points (BCPs) at HCFs in accordance with procedures set forth in the NYC surge plan for in hospital deaths. By having a dedicated position to standardize training, facilitate implementation of current policies, familiarize HCFs with OCME procedures, and to update all HCF MF plans, there will be less confusion and more efficient coordination in the event of a MF event.

Reporting directly to the Deputy-Director of OCME Special Operations, the HCF Coordinator will perform all duties on site at its Manhattan OCME HQ facility; however travel will be required throughout the five boroughs of NYC. The Coordinator will serve as the *de facto* project manager for any other HCF-related planning and training initiatives, as well as work with other New York City, state and federal agencies to gather key information and foster interagency coordination.

With latitude for independent initiative and judgment, the MFM HCF Coordinator will take the lead on key preparedness initiatives to accomplish the following:

- Develop and implement a table-top exercise on the Unified Victim Identification System (UVIS) electronic case management system use during a MF event
- Develop and implement a table-top training exercise on how to facilitate a Virtual HC Family Assistance Center (FAC)
- Develop and implement a limited operational exercise consisting of real-time drills for a select group of HCFs on tagging decedents and managing movement to Body Collection Points (BCPs), and then on to OCME facilities

- Update OCME's existing PI and All-Hazards plans per annual requirements, to include best practices, Standard Operating Procedures (SOPs) for HCFs and OCME during a MF event
- Creation of Radiation SOPs for HCFs in order to improve compliance with DOHMH Regulation 175, to be disseminated to all NYC hospitals
- Coordinating communications between OCME and HCFs
- Evaluate and review changes to existing HCF MF plans for HCF participating in TTX program
- Overseeing outside vendors related to HCF training initiatives

## **PROJECT DELIVERABLES AND TIMELINE**

### **First Quarter (July 1<sup>st</sup>, 2010 to October 1<sup>st</sup>, 2010)**

- Begin evaluation of current OCME Pandemic Influenza (PI) and All-Hazards plans
- Begin review of DOHMH Regulation 175 regarding radiation presence in decedents in order to draft SOPs
- Establish contact and begin to meet with local HCFs on MFM planning.

### **Second Quarter (October 1<sup>st</sup>, 2010 to January 1<sup>st</sup>, 2010)**

- Continue to meet with local HCFs on MFM planning.
- Consult with HCFs on updates and revisions to their individual MFM plans
- Begin selection and notification process to determine which HCFs will be participating in TTX. Limit: ten(10) HCFs.

### **Third Quarter (January 1<sup>st</sup>, 2010 to April 1<sup>st</sup>, 2010)**

- Implement table-top training exercise on UVIS use during a PI event and the creation of a virtual FAC, and produce detailed after-action reports (AARs) and recommendations for ten(10) participating HCFs
- Implement table-top training exercise on UVIS use during an All-Hazards event
- Continue evaluation of current OCME PI and All-Hazard plans utilizing lessons learned from table-top training exercises
- Begin selection and notification process to determine which HCFs will be participating in operational exercise. Limit: three(3) HCFs.
- Develop limited operational exercise for (3) three hospitals

### **Fourth Quarter (April 1<sup>st</sup>, 2010 to June 30<sup>th</sup>)**

- Begin development of Radiation SOPs based on DOHMH regulations
- Implement limited operational exercise, and produce detailed after-action reports (AARs) and recommendations for three(3) participating HCFs

## **EDUCATION & QUALIFICATIONS**

1. A master's degree from an accredited college in emergency management, public administration, urban planning, engineering, economics, political science, the physical sciences, or related field, and three years of satisfactory full-time professional experience in one or a combination of the following: emergency management, fire or police services, public safety, public health, public administration, urban planning, engineering, or another specialized area to which the appointment is to be made. 18 months of this experience must have been in

- an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience in the areas listed in “1” above.
  3. Must have knowledge and training in emergency management and planning mass fatality planning, hospital administration and/or healthcare emergency management and planning.
  4. Exercise design and evaluation training and experience
  5. Mass fatality or mass casualty planning background
  6. Experience with healthcare emergency planning and management
  7. Superior written and oral communications skills
  8. Experience writing detailed emergency plans, reports and recommendations
  9. Experience managing multiple projects in a high pressure work environment
  10. Demonstrated ability to deliver complex projects within specified deadlines

## **APPLICATION REQUIREMENTS**

To be considered for the Mass Fatality Management Health Care Facility Coordinator position, the applicant must include the following information:

1. A cover letter (including salary requirements), resume and detailed description of the applicant’s experience in providing the services as described in this document.
2. A hard copy and electronic portfolio with at least two (2) writing samples demonstrating experience writing and editing manuscripts or peer reviewed published clinical or scientific work.
3. A list of at least three business references, with immediate supervisors’ or clients’ names, business affiliations, addresses, telephone numbers and email addresses.

Please e-mail all information to [DHarvin@ocme.nyc.gov](mailto:DHarvin@ocme.nyc.gov).

*The Fund for Public Health in New York is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.*