

Non-Medical Position Assignment

If you **do not** hold a medical license (MD, DO, RN, EMT-P, etc) you need to fill out this form. If you do hold a medical license please also submit a copy of it to the office. Members with medical license who are also interested in filling a support role should complete this form.

Read the below position summaries and check the one that best fits your skills set. Then describe your skills/experience in the blank space.

Please return this form to the IMERT office:

**1701 E Main St
Urbana, IL 61802**

**info@imert.org
fax: 877.IMERT.60**

NAME: _____

Communications (Commo)

The Communications Specialist is responsible for assisting the IMERT Team in all communications during a deployment. The Communications Specialist reports directly to the IMERT Physician Team Leader. We recommend a Communications Specialist: be familiar with installing and operating mobile radio UHF and VHF radio equipment; be familiar with the operation of hand held UHF and VHF radio equipment; be familiar with troubleshooting procedures to determine malfunctions in the radio equipment; be proficient in the use of RF Wattmeters and VOM Multimeters for testing radio equipment; and be familiar with radio wave propagation and be able to determine the best location for radio installation and antenna erection.

Safety

The Safety Specialist is responsible for assisting the IMERT Command Staff insuring operations are conducted in a safe manor for all team members. The Safety Specialist reports directly to the IMERT Lieutenant. The Safety Specialist is also responsible providing safety education to team members prior and during deployments. We recommend a Safety Specialist: Stay current with Occupational Safety and Health Administration (OSHA) regulations; have the knowledge to maintain the appropriate safety equipment (i.e.; fire extinguishers, eye wash stations, exit signs, etc) in IMERT trailers; be able to ensure the unit's safety equipment is functional; be able to ensure the unit has a sufficient quantity of safety supplies and the supplies are up to date; be able to ensure the unit's safety programs are kept current and are briefed to all unit personnel; be able to ensure that each unit member is equipped with the appropriate PPE; assist with planning and schedule the appropriate safety training for unit members; assist with developing a Hazardous Communications program within the unit; assist with Develop a Lock Out/Tag Out program within the unit; and refer any correspondence, e-mail, memos, or telephone calls dealing with IMERT safety issues to the IMERT Statewide Team Coordinator.

Logistics

The Logistics Specialist is responsible for assisting the IMERT Team in providing logistical support. The Logistics Specialist reports directly to the IMERT Physician Team Leader. We recommend Logistics Specialist: be familiar in the proper use of or current procedures in: various power tools (i.e.: generators, lighting, etc.); be familiar with the various rope knots used in rescue work; be familiar with various types of maps (i.e.; aerial, topographical, mercator); be familiar with lensatic compasses for use in land navigation; be familiar with Global Positioning System (GPS) equipment; be familiar with traffic control and proper crowd control; and be familiar with radio communications techniques.

Informational Technologies (IT)

The IT Specialist is responsible for assisting the IMERT Team in maintaining and developing the IT resources for safe, effective use by the team. We recommend an IT Specialist: be able to implement procedures and provide technical support; be able to support and advise and train personnel in the appropriate use of IT equipment; define procedures and provide advanced technical support; be responsible for keeping appropriate records; be able to connect, set up and check PCs and peripherals for normal field operations; advise on compatibility of hardware, applications and operating systems, according to user requirements; be able to perform routine maintenance tasks for user accounts; run basic network monitoring reports and utilities; be able to install and maintain standard network cabling; configure network clients with appropriate server information and software; be able to perform routine tasks to maintain user accounts and permissions; be able to install and set basic configuration options for equipment such as routers; be able to manage active network components including switches, routers and bridges; be able to support and manage the teams IT services; be able to respond to support requests and determine whether an immediate solution is both required and possible, ensure steps are taken to find a permanent solution if not immediately possible; be able to assist leadership in defining an appropriate support service definition and support arrangements; be able to identify possible IT requirements and develop outline specifications for solutions.

Mental Health

The Mental Health Specialist is responsible for assisting the IMERT Command Staff in monitoring team members for signs of mental fatigue. We recommend a Mental Health Specialist: be able to collaborate with team leadership to perform clinical assessments; be able to collect information through interviews and observation; be able to counsel team members individually and in group sessions; be able to provide debriefing to team member; be able to encourage team members to express their feeling and discuss what is happening; be able to evaluate a team members physical or mental condition, and provide team leadership with summary evaluations and recommendations; be able to guide team members in developing successful strategies in dealing with the stress of a deployment; be able to maintain confidentiality; be able to properly assess when to involve IMERT Command Staff; be able to provide follow up information to team members for post deployment follow-up.

Allied Health

The Allied Health Specialist is responsible for assisting the IMERT Team in providing medical care to decontaminated victims in the Medical Zone. The Allied Health Specialist reports directly to the IMERT Physician Team Leader. We recommend an Allied Health Specialist: works collaboratively with medical personnel in the management of decontaminated patients; assist in assessing injuries and illnesses; assist in providing medical services under physician control; assist in examining and treating wounds and illnesses due to the effects of a NBC or mass casualty event; assist in maintaining complete and current clinical records; assists in providing other medical functions as directed; and assist with patient transport. Examples of Allied Health Specialist include; medical assistants, dental hygienists and assistants, phlebotomists, physical therapists and physical therapy assistants, hemodialysis technicians, laboratory technicians, electrocardiographic technicians, x-ray technicians, medical secretaries, and medical coders and billers.

Please describe your experience and skill set:

Other (not sure where you fit, please tell us about your unique skills):