

FEMA US&R RESPONSE SYSTEM  
**Position Description**  
MEDICAL TEAM MANAGER

The Medical Team Manager has overall responsibility for the management and supervision of the medical function of the task force during incident operations. The Medical Team Manager reports directly to the Task Force Leader.

**Description of Duties**

The Medical Team Manager is responsible for:

- Developing and implementing the medical component of the Task Force Action Plan.
- Directly supervising the Medical Specialists.
- Adhering to all safety procedures.
- Coordinating, managing, and supervising of all medical activities.
- Determining the medical organizational and logistics needs.
- Receiving briefings and situation reports and ensuring that all medical personnel are kept informed of status changes.
- Providing situation reports and maintaining records and reports.
- Preparing performance evaluations (FEMA Form 90-106) for assigned personnel.
- Directing medical care delivery to task force personnel, search dogs, and victims.
- Ensuring a continuum of medical care and coordinating interaction with all appropriate outside medical entities.
- Accountability, maintenance, and minor repairs for all issued equipment.
- Performing additional tasks or duties as assigned during a mission.

**Position Requirements and Criteria**

Individuals who meet the following requirements and criteria will be eligible to become Medical Team Managers in the FEMA US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing, coordinating, and supervising the medical component in the urban disaster environment. The requirements and criteria for the position are identified in the following categories:

Knowledge  
Skills  
Abilities

**Knowledge**

1. A licensed physician who is emergency medicine residency-trained and/or Board-certified and actively practicing clinical emergency medicine and having significant experience with pre-hospital medical care.

OR

2. A licensed physician with current ACLS, ATLS, and PALS certification (or equivalent) whose day-to-day medical activities include regular and substantial clinical emergency medicine and pre-hospital medical care.
3. Must have a general knowledge and understanding of medical conditions common to US&R incidents such as lacerations, fractures, shock, crush injury and crush syndrome, burns, penetrating and blunt trauma, head injuries, respiratory embarrassment, hyper/hypothermia, and infections. They must also have experience treating common medical emergencies, eye injuries, minor orthopedic injuries, etc.
4. Must possess an awareness of other disaster organizations.
5. Must have knowledge of US&R operations, strategy, and tactics.
6. Must have an awareness of the hazards associated with the various disaster environments.
7. Must be familiar with the structural features and conditions that contribute to a high probability of victim survival in a collapsed structure.
8. Knowledgeable about the development and use of integrated action planning concepts and processes.
9. Must have a knowledge of supervisory and personnel management skills.

*Skills (see general requirements)*

Abilities

1. Must be able to be flexible, improvise, share information, resolve conflicts and solve problems.
2. Must possess good interagency coordination skills, work well with technical experts, local officials, and other organizations.
3. Must have the ability to effectively communicate orally and in writing.
4. Must be able to manage assigned personnel, specialized equipment, and support resources during a disaster situation.