

# ACTIVITIES OF THE HEALTHCARE EPIDEMIOLOGIST IN INCIDENT MANAGEMENT

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## Activities of the Healthcare Epidemiologist in Incident Management

- This worksheet includes 4 fillable tables to help define the healthcare epidemiologist's (HE) role: Activities in the Emergency Management Program (EMP) and Emergency Operations Plan (EOP); Ethical, Legal, and Regulatory Considerations; Resource Management; and Clinical Research.
- The HE should view these activities as examples to help define his/her facility-specific incident management role. These are examples, not recommendations, and activities will vary based on facility.
- Activities may be shared or assigned to other facility or incident management leadership/healthcare personnel depending on facility.
- All fields are alphanumeric and auto-adjust font size to fit cell.
- The table includes extra rows for each phase to add activities not listed.

Incident Management Phase	Example Activities of the HE in the Emergency Management Program (EMP) and Emergency Operations Plan (EOP)	Notes	Relevant Materials (e.g. file paths, institutional policies, URLs)
Preparedness: planning what actions are needed in the case of an emergency or threat	Identify strengths and/or gaps as they relate to ID outbreaks		
	Bring forward for specific consideration/training findings of infection prevention and control assessments that show potential vulnerabilities or weaknesses, e.g. hand hygiene compliance or environmental cleaning		

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Incident Management Phase	Example Activities of the HE in the Emergency Management Program (EMP) and Emergency Operations Plan (EOP)	Notes	Relevant Materials (e.g. file paths, institutional policies, URLs)
	Identify and/or establish protocols within the facility's EOP as they relate to outbreak or emerging pathogen management:		
	Policies for specific pathogens		
	Environmental decontamination		
	Environmental safety		
	Respiratory etiquette		

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	Evaluation, diagnosis, and management of patients, including screening, triage, placement, transport, care		
	Surveillance and triage of HCP, volunteers, patients, and visitors		
	Patient populations that may be disproportionately impacted by a threat (e.g., children, immunocompromised patients)		
	Transfer policies (e.g. LTCF or specialized facility)		

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	Post-mortem care		
	Information security		
	Identify and establish points of contact, stakeholders, and resources ( <b>Contacts for Outbreak Response and Resources and Assets</b> )		
	Provide input into infection prevention and control education and training for HCP:		
	Clinical staff		

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	Direct patient care HCP		
	Emergency personnel		
	Environmental services (including hand hygiene, respiratory etiquette, isolation)		
	Housekeeping		
	Laboratory staff		

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Incident Management Phase	Example Activities of the HE in the Emergency Management Program (EMP) and Emergency Operations Plan (EOP)	Notes	Relevant Materials (e.g. file paths, institutional policies, URLs)
	Provide input into exercises/drills to test emergency operations plan (EOP)		
	Provide input regarding resource and staffing needs, including the potential for enhanced supports for laboratory, housekeeping, and environmental services		
	Provide input into occupational health considerations, including non-punitive sick leave, furlough, quarantine, and post-exposure prophylaxis so that the facility can:		
	Maintain rapid identification of potentially exposed patients/staff/visitors		



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	Create line list of those individuals		
	Notify exposed individuals, with proper documentation		
	Oversee post exposure prophylaxis for exposed individuals		
	Track HCP work		
	Approve of communications by appropriate individuals (e.g. PIO, Risk Management)		

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Incident Management Phase	Example Activities of the HE in the Emergency Management Program (EMP) and Emergency Operations Plan (EOP)	Notes	Relevant Materials (e.g. file paths, institutional policies, URLs)
	Ensure adequate surveillance and detection for infectious diseases threats (e.g. syndromic surveillance, monitoring national and global epidemics)		
	Plan how patients with a suspected or confirmed infection would be isolated or cohorted		

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Mitigation: prevention of an emergency or efforts to reduce the damage from a hazard	Evaluate and recommend alternative management strategies based on the suspected mode of transmission		
	Work with staff/hospital incident management team (HIMT) to ensure adequate supplies of:		
	Personal protective equipment (PPE) (respiratory protection, eye protection, impervious body coverings, gloves)		
	Isolation rooms		
	Hand hygiene stations		

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	Hand hygiene products		
	Work with staff/HIMT in design and/or implementation of HCP training on PPE use		
	Manage HCP exposures		
	Give input into quantity needed:		

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	Disposable supplies/equipment		
	Non-disposable supplies/equipment		
	Reusable medical equipment (RME)		
	Provide guidance in cleaning and disinfection of RME and the environment		

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	Give input into strategy for continuing activities in the setting of limited supply quantities		

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<b>Incident Management Phase</b>	<b>Example Activities of the HE in the Emergency Management Program (EMP) and Emergency Operations Plan (EOP)</b>	<b>Notes</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
<b>Response:</b> activities that occur during an emergency	Fill role of Medical-Technical Specialist in HIMT (most likely role of the HE), providing expert medical-technical content		
	Identify/draft clinical guidance pertaining to pathogen, e.g. screening/triage protocols, care protocols, isolation		
	Adjust clinical and support activities depending on mode of transmission		
	Monitor the incident for infection prevention and control implications		

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Incident Management Phase	Example Activities of the HE in the Emergency Management Program (EMP) and Emergency Operations Plan (EOP)	Notes	Relevant Materials (e.g. file paths, institutional policies, URLs)
	For HCP, patient, and visitor post-exposure management:  Identify and line-list all potentially exposed HCP/patients/visitors		
	Work within structure to notify all exposed individuals		
	Determine whether post-exposure prophylaxis is available and indicated		
	Determine whether exposed individuals need to be furloughed or quarantined		



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	Supervise tracking and documentation of all post-exposure management activities, including exposure notification		
	Provide input into physical plant/waste management		
	Provide input into post-mortem placement or storage if needed		
	Collaborate with communications staff/ PIO to:  Ensure effective communication with local and regional public health departments		

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<b>Incident Management Phase</b>	<b>Example Activities of the HE in the Emergency Management Program (EMP) and Emergency Operations Plan (EOP)</b>	<b>Notes</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
	Draft and/or review internal and external messages		
	Serve as media spokesperson on issues pertaining to the pathogen		

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Incident Management Phase	Example Activities of the HE in the Emergency Management Program (EMP) and Emergency Operations Plan (EOP)	Notes	Relevant Materials (e.g. file paths, institutional policies, URLs)
Recovery: actions needed following an emergency to return to normal	Be familiar with the facility's recovery plan and the HE's role, to include:  Cleanup		
	Garbage and waste disposal		
	Re-supplying inventory and resources, e.g. PPE; return of outside resources as they pertain to infection prevention and control		
	Equipment repair		

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<b>Incident Management Phase</b>	<b>Example Activities of the HE in the Emergency Management Program (EMP) and Emergency Operations Plan (EOP)</b>	<b>Notes</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
	Physical repair and restoration		
	Follow-up on HCP exposures		
	Employee assistance program		
	Incident debriefing, i.e. review PPE, training, and exposures		

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<b>Incident Management Phase</b>	<b>Example Activities of the HE in the Emergency Management Program (EMP) and Emergency Operations Plan (EOP)</b>	<b>Notes</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
	After-action report		
	Process for formally acknowledging assistance received		
	Identify infection prevention and control risks and vulnerabilities that may impede recovery		
	HCP fatigue and illness		

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Incident Management Phase	Example Activities of the HE in the Emergency Management Program (EMP) and Emergency Operations Plan (EOP)	Notes	Relevant Materials (e.g. file paths, institutional policies, URLs)
	Outbreak fatigue		
	Contribute to recovery phase needs assessment:  Short and long-term healthcare systems recovery priorities		
	Immediate operating needs for delivery of essential services		
	Revise procedures and policies based on corrective actions required during the response phase		

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Incident Management Phase	Example Activities of the HE in the Emergency Management Program (EMP) and Emergency Operations Plan (EOP)	Notes	Relevant Materials (e.g. file paths, institutional policies, URLs)
	Provide input into when the organization may shut down HICS and return to normal operations		
	Collaborate with communications staff/ PIO in:  Developing messages for HCP and the public explaining the reasons for demobilization and the recovery phase and processes		
	Serving as media spokesperson on issues pertaining to the pathogen		
	Communicating infection prevention and control recovery phase issues to local and state/territorial/regional agencies as indicated		

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Ethical, Legal, and Regulatory Considerations		Notes	Relevant Materials (e.g. file paths, institutional policies, URLs)
Preparedness	Local public health laws (state/territorial/ regional specific)		
	CMS regulations related to specific pathogens (e.g. Emergency Medical Treatment and Labor Act (EMTALA) Requirements and Implications Related to Ebola Virus Disease (Ebola))		
	Joint Commission standards (e.g. Safely and Effectively Managing the Infectious Ebola Patient, <a href="https://www.jointcommission.org/assets/1/18/Joint_Commission_Standards_for_Managing_Ebola_Patient.pdf">https://www.jointcommission.org/assets/1/18/Joint_Commission_Standards_for_Managing_Ebola_Patient.pdf</a> )		
	Liability coverage for duties undertaken in role in Hospital Incident Management Team (HIMT) (likely Medical-Technical Specialist)		



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<b>Ethical, Legal, and Regulatory Considerations</b>	<b>Notes</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
<b>Mitigation</b>	Seek consultation with internal risk management, ethics specialists, and local and national public health authorities as needed	

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<b>Ethical, Legal, and Regulatory Considerations</b>	<b>Notes</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
<b>Response</b>	Seek consultation with internal risk management, ethics specialists, and local and national public health authorities as needed	

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<b>Ethical, Legal, and Regulatory Considerations</b>	<b>Notes</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
<b>Recovery</b>	Input into how laws and regulations affected the response	

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<b>Resource Management</b>	<b>Notes</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
<b>Preparedness</b>	Provide input into/develop strategies for:  Limited/constrained resources	
	Surge capacity	
	Review "State Crisis Standards of Care"	

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<b>Resource Management</b>	<b>Notes</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
<b>Mitigation</b>	Provide input into:  Inventory of supplies at the facility	
	Items needed from regional stockpile inventory	
	Supplies of PPE:  Respiratory protection	
	Eye protection	

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<b>Resource Management</b>	<b>Notes</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
	Impervious body coverings	
	Gloves	
	Isolation rooms	
	Hand hygiene stations and products	

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<b>Resource Management</b>	<b>Notes</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
<b>Response</b>	Work with HIMT to enact strategies developed during preparedness phase	

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<b>Resource Management</b>	<b>Notes</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
<b>Recovery</b>	Contribute to recovery phase needs assessment	
	Identify facility's short and long-term recovery priorities	
	Identify immediate operating needs for delivery of essential services:  Personnel	
	Equipment	
	Supplies	



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<b>Resource Management</b>	<b>Notes</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
	With the facility recovery team, coordinate with internal and external stakeholders such as other hospitals in the network, local and state health departments, and nongovernmental stakeholders (e.g. home care services, LTCF, Red Cross, etc.) to develop collaborative strategies for delivery of essential health services	

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<b>Clinical Research</b> (this role may be delegated to another qualified individual at the facility)		<b>Notes and/or Contact(s)</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
<b>Preparedness</b>	Identify local investigators		
	Identify personnel to assist with IRB or IND process		
	Participate in meetings /webinars discussing research on emerging infectious diseases		

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<b>Clinical Research</b> (this role may be delegated to another qualified individual at the facility)		<b>Notes and/or Contact(s)</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
<b>Mitigation</b>	Identifying experimental vaccines or therapeutics for patients cared for within the institution		

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<b>Clinical Research</b> (this role may be delegated to another qualified individual at the facility)		<b>Notes and/or Contact(s)</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
<b>Response</b>	Participate in clinical research within the institution, if applicable		
	Administration of experimental vaccines or therapeutics		
	Obtaining clinical samples		
	Conducting chart reviews as part of approved studies		

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<b>Clinical Research</b> (this role may be delegated to another qualified individual at the facility)		<b>Notes and/or Contact(s)</b>	<b>Relevant Materials</b> (e.g. file paths, institutional policies, URLs)
<b>Recovery</b>	Publishing findings of event evaluations as appropriate		
	After-action report		
	Corrective action plans		