

Patient Services Unit Leader Job Action Sheet

Name: _____ Date: _____

Title: _____ Reports to: _____

Item	Completed	Initials
Brief supervisor as needed		
Notify resident families/responsible parties of disaster situation and document this notification		
Coordinate information release with senior administrator		
Monitor telephone communication		
Answer telephones and direct questions/requests to appropriate areas		
Order supplies as directed (Coordinate with Nursing/Medical Services)		
Cancel special activities (i.e., trips, activities, family visits, etc.), deliveries and services		
Plan for emergency transportation of residents		
Contact additional staff when authorized		
Monitor and document costs associated with the incident		
Secure non-patient records		
Supervise and/or assist in clearing hallways, exits		
Coordinate movement of residents		
Assist in transport of residents from rooms to departure areas		
Assist in transfer of residents to transportation vehicles		
Ensure adequately trained staff is available for emotional needs of patient and staff		
Ensure appropriate staff are available to provide bedside treatments		