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| **Reception coordinator** |
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| The Reception Coordinator is responsible for ensuring coordinated receiving of patients/clients/residents.**Existing positions who may fill this role:** Care Coordinator, Registered Nurse, Nurse-in-charge, Site Coordinator, or Program Lead. |
| **Stage: Day of reception**  |
| * Review and ensure *Receiving Site Checklist* is completed. Activate processes for receiving relocated patient/client/residents.
* Gather situational awareness.
* Assign other key response roles, including but not limited to:
	+ Patient/client/resident Management Leader.
	+ Patient/client/resident Care Coordinator.
	+ Transportation and Logistics Leader.
	+ Staffing Management Leader.
* Obtain the *Sending Site List* from sending site/health authority.
* Determine and secure staging area(s) to receive inbound patient/client/residents.
* Be point of contact to receive most up-to-date information from sending site.

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| **Stage: Receiving**  |

* Review the reconciled *Sending Site List* and verify with sending site/health authority that it is the most up-to-date copy.
* Collaborate with Staffing Management Leader to ensure adequate staffing levels (clinical/allied) are available to facilitate off-loading patients/clients/residents.
* Consider the need for meals and refreshments to be on hand at arrival for incoming patient/client/residents, staff, and transport vendors.
* Collaborate with Transportation and Logistics Leaders to coordinate off-loading and tracking equipment.
* Do a final sweep of transport vehicle and confirm with sending site that all patient/client/residents are accounted for.
* Remain as a contact for receiving site.
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| **Stage: Evacuation “Alert” rescinded to “All Clear “** |
| * Review and update *Sending Site List*.
* In anticipation of repatriation:
	+ Ensure patient/client/residents are wearing appropriate identification (i.e. wristbands).
	+ Ensure all equipment and other personal belongings are labelled and ready for transport.
	+ Ensure medication orders are in place minimum of 72 hours.
* Collaborate with site-level Incident Commander and health authority EOC to begin planning for timing and logistics of repatriation.
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| **Repatriation** |
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* Review and update *Sending Site List.*
* Ensure original documentation that accompanied patient/client/resident is included in their repatriation package.
* Ensure all equipment and other personal belongings that accompanied patient/client/residents returns with them to their originating site.
* Prepare for After Action Review/ Lessons Learned.