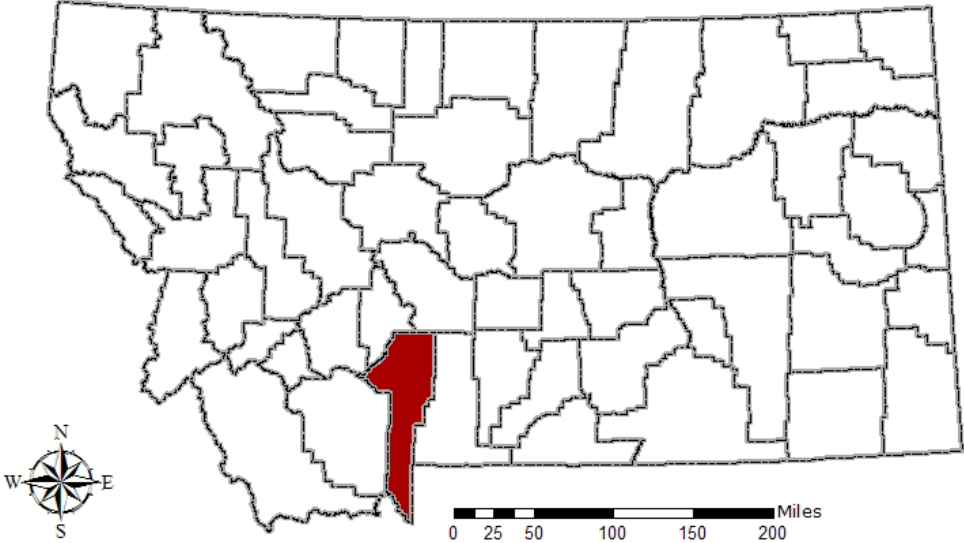


Gallatin County Medical Volunteer System Framework

Revised November 17, 2008



Gallatin County Medical Volunteer System Framework

Revised November 17, 2008

Prepared by:



4855 South Third Avenue, Bozeman, MT 59715
406-581-4512

Under Contract With:



"Committed to the protection and promotion of public health."

Gallatin City-County Health Department

311 West Main Street, Bozeman, MT 59715
406-582-3144

Gallatin County Medical Volunteer System Framework

Executive Summary

Recognizing that additional resources in the form of medically trained volunteers may be needed in a large scale disaster or pandemic, Gallatin County has developed this Medical Volunteer System Framework to guide the process of identifying, recruiting, and managing medically-trained volunteers. Medical volunteers may be needed in many capacities in the future, and planning for such allows for less confusion and more efficiency during times of disaster. Enabling those in the community with the appropriate skills to assist when and where needed enhances the capabilities of the local health care organizations and allows them to care for more people. The situations in which the volunteers are activated are somewhat extreme, but the hope is that this framework will make that process smoother. This framework outlines a system for finding, establishing, and managing volunteers. The system is the Gallatin County version of a Medical Reserve Corps (MRC). In most cases, this system will be used during the first 12-72 hours of a disaster or emergency in Gallatin County.

Gallatin County Medical Volunteer System Framework

Table of Contents

1. Introduction.....	1
1.1 National Background.....	1
1.2 Gallatin County Background.....	1
1.3 Purpose.....	1
1.4 Potential Uses.....	2
2. Finding Volunteers.....	3
2.1 Recruitment and Marketing.....	3
3. Establishing Volunteers.....	7
3.1 Enrollment and Credentialing.....	7
4. During Non-Emergencies.....	8
4.1 Organizational Planning.....	8
4.2 Training and Exercising.....	8
4.3 Retention.....	8
4.4 Administrator Designations, Rights, and Training.....	9
5. During Emergencies.....	10
5.1 Activation and Notification.....	10
5.2 Volunteer Management.....	11
6. Administration.....	12
6.1 Legal and Liabilities.....	12
6.2 Sustainability/Administrative Support.....	13

Appendices

Contact Information

Gallatin County Medical Volunteer Request Form

Gallatin County Disaster Medical Volunteer Enrollment Form

1. Introduction

1.1 National Background

National disasters have underscored the need for additional medical workers to supplement the usual health care workforce. Existing health care systems can become quickly overwhelmed during events where mass casualties or patients are present. Examples nationally include the Oklahoma City bombing in 1995, the September 11, 2001 terrorist attacks, and the aftermath of Hurricane Katrina in 2005. During these incidents and others, public health emergency preparedness received national attention and highlighted the need for an emergency surge capacity in the health care field. Future natural and human caused health hazards are expected and national attention has been given to the pandemic influenza potential. Past experiences have shown that medical volunteers are readily available and valuable, but realistically can only be used if their identity, licenses, and credentials can be verified.

During President George W. Bush's State of the Union Address in 2002, he called upon all Americans to volunteer in support of the country. One aspect of the USA Freedom Corps program founded through his address is the community based Medical Reserve Corps. The national Medical Reserve Corps mission is to improve the health and safety of communities across the country by organizing and utilizing public health, medical, and other volunteers.

In 2002, Congress passed the Public Health Security and Bioterrorism Preparedness Response Act of 2002 (Public Law 107-188). Section 107 established the Emergency System for Advance Registration of Health Professions Volunteers, and through the US Department of Health and Human Services, Health Resources and Services Administration, each state is charged with developing a standardized medical volunteer registry.

1.2 Gallatin County Background

In Gallatin County, Montana, the need for medical personnel during an emergency or disaster involving health impacts has been identified as a critical element by the local Unified Health Command and many other emergency response organizations. With a growing population of over 81,000 people, the potential for large-scale medical response exists. Resources such as retired health care professionals, private practitioners, medical students, and others exist throughout the county that are not directly employed by or connected with the hospital or other medical facility. Volunteers could be used to improve our communities' abilities to respond to emergencies that would tax our public health and health care system. Therefore, this framework has been developed to guide the process of how medical volunteers may be recruited and used in Gallatin County. The volunteers may be used in a variety of settings, but this system will likely be the most effective during the first 12-72 hours of a disaster or emergency. This system represents the Gallatin County version of a Medical Reserve Corps.

1.3 Purpose

The purpose of medical volunteers in Gallatin County, Montana is to supplement the existing public health and health care systems during times of disaster, emergency, or overwhelming health-related events.

1.4 Potential Uses

Medical volunteers could be used in a number of capacities in Gallatin County. Examples include, but are not limited to:

- At mass immunization clinics
- At existing health care facilities during periods of high demand, including during communicable disease outbreaks and large-scale disasters
- At alternate patient treatment/evaluation sites
- Conducting disease surveillance
- Conducting home patient care
- At shelters
- Providing public education and information when mitigating or responding to an outbreak

Organizations within Gallatin County that may have a need for and use medical volunteers include the following:

- Gallatin County Unified Health Command/Emergency Operations Center
- Bozeman Deaconess Hospital
- Gallatin Community Clinic
- Gallatin City-County Health Department
- American Red Cross
- Montana State University

These organizations are termed as “users” throughout this document, as they are the entities that will most likely be using the volunteers.

2. Finding Volunteers

2.1 Recruitment and Marketing

Identifying and targeting potential volunteers is a key component for the success of the system. Recruiting the identified individuals and motivating them to enroll and volunteer when asked is the challenge. Table 2.1A lists the groups of potential volunteers that have been identified.

Table 2.1A Potential Medical Volunteers

Category	Examples
Traditional categories of medical workers that can be relatively easily used	Physicians Physician Assistants Nurses Nurse Practitioners Licensed Practical Nurses
Licensed specialty fields of medical workers that may be needed	Psychologists Licensed Counselors Medical Technicians Medical Assistants Dentists Dental Hygienists Veterinarians Pharmacists EMTs/Paramedics Epidemiologists Infectious Disease Specialists Chiropractors Optometrists Physical Therapists
Other categories of workers in medical fields that are not as easily used (i.e. they are limited in what they can do but at least have some medical background)	Nursing Students Medical Students Students in Other Medical Fields Volunteers with Expired Licenses
Non-medical volunteers that can assist in medical situations	Will be identified through the Gallatin County Voluntary Organizations Active in Disaster (VOAD)

Initially, the targeted individuals will have the following characteristics:

- Has an active health care license
- Is available to volunteer in an emergency
- Can work in a variety of settings
- Has transportation to and from the volunteer site
- Provides up-to-date information for the volunteer registry

To target these types of volunteers, the following methods may be used:

- Direct mailings to licensed individuals using Montana Department of Labor, Healthcare Licensing Bureau data (see Table 2.1B). The letters sent to the individuals will outline the need for medically trained volunteers during a disaster or emergency, a brief description of how volunteers may be used, and instructions on how to enroll. As of June 2008, this is the only method being used. Those licenses targeted in an April 2008 mailing are shown with an asterisk in Table 2.1B.
- Media outreach through press releases distributed to the newspapers, radios, and television stations (see Tables 2.1C, 2.1D, and 2.1E)
- Presentations at meetings of organizations that will likely have the targeted audience

Table 2.1B Montana Healthcare Licensing Boards and Programs

Board/Program	Licenses Issued
Board of Alternative Health Care	Direct-Entry Midwife Apprentice Direct-Entry Midwife Naturopathic Physician Naturopathic Physician-Childbirth
Board of Chiropractors	Chiropractor
Board of Clinical Laboratory Science Practitioners	Clinical Laboratory Scientist Clinical Laboratory Specialist Clinical Laboratory Technician
Board of Dentistry	Dentist Dental Hygienist Denturist
Board of Funeral Service	Mortician
Licensed Addiction Counselors Program	Licensed Addiction Counselor
Board of Medical Examiners	Acupuncturist Emergency Medical Technician* Medical Doctor/Osteopath* Nutritionist Physician Assistant* Podiatrist Rural Rotation Resident* Telemedicine Practitioner
Board of Nursing	Certified Nurse Aide/Home Health Aide Advanced Practice Registered Nurse/Nurse Practitioner – APRN* Nurse Anesthetist - CRNA Nurse Midwife - CNM Licensed Practical Nurse - LPN* Registered Nurse - RN* Medication Aide
Board of Occupational Therapy Practice	Occupational Therapy Assistant Occupational Therapist

Table 2.1B Montana Healthcare Licensing Boards and Programs (continued)

Board/Program	Licenses Issued
Board of Optometry	Optometrist
Board of Pharmacy	Pharmacist Registered Intern Pharmacist Pharmacy Technician
Board of Physical Therapy Examiners	Physical Therapist Physical Therapy Assistant
Board of Psychologists	Psychologist* Senior Psychologist*
Board of Radiologic Technologists	Radiologic Technologist
Board of Respiratory Care Practitioners	Respiratory Care Practitioner
Board of Social Work Examiners and Professional Counselors	Clinical Professional Counselor* Clinical Social Worker
Board of Speech-Language Pathologists and Audiologists	Audiologist Audiology Aide Speech-Language Pathologist Speech-Language Pathology Aide
Board of Veterinary Medicine	Veterinary Embryo Transfer Technician Veterinarian Veterinary Euthanasia Technician

* Sent a recruitment mailing in April 2008

Source: Montana Department of Labor, Healthcare Licensing Bureau website, 2007.

Table 2.1C Gallatin County Newspapers

Newspaper	Phone and News E-mail	Publication	Circulation
Bozeman Daily Chronicle	[REDACTED]	Daily	18,000
Belgrade News	[REDACTED]	Tuesdays Fridays	4,196
Big Sky Weekly	[REDACTED]	Fridays	6,000
Lone Peak Lookout	[REDACTED]	Thursdays	4,000
West Yellowstone News	[REDACTED]	Fridays	1,102
Three Forks Herald	[REDACTED]	Wednesdays	952

Updated: September 2007

Table 2.1D Gallatin County Television Stations

Station	Phone	Fax
KBZK (CBS)	[REDACTED]	[REDACTED]
KTVM (NBC)	[REDACTED]	[REDACTED]
KUSM (PBS)	[REDACTED]	[REDACTED]
KWYB (ABC)	[REDACTED]	[REDACTED]

Updated: September 2007

Table 2.1E Gallatin County Radio Stations

Station	Studio Phone	Parent Company	Company Phone
KQLU 90.0 FM	[REDACTED]		
KGLT 91.9 FM	[REDACTED]		
KEZQ 92.9 FM (West Yellowstone)	[REDACTED]		
KOBB 93.7 FM	[REDACTED]	KBOZ Radio Stations	[REDACTED]
KMMS 95.1 FM	[REDACTED]	Clear Channel Radio	[REDACTED]
KISN 96.7 FM	[REDACTED]	Clear Channel Radio	[REDACTED]
KOZB 97.5 FM	[REDACTED]	KBOZ Radio Stations	[REDACTED]
KOFK 98.3 FM	[REDACTED]		
KCMM 99.1 FM	[REDACTED]		
KBOZ 99.9 FM	[REDACTED]	KBOZ Radio Stations	[REDACTED]
KXLB 100.7 FM	[REDACTED]	Clear Channel Radio	[REDACTED]
KBMC 102.1 FM	[REDACTED]		
KZMY 103.5 FM	[REDACTED]	Clear Channel Radio	[REDACTED]
KBZM 104.7 FM (Big Sky)	[REDACTED]		
KKQK 105.7 FM	[REDACTED]		
KEMC 106.7 FM	[REDACTED]		
KMEA 107.7 FM	[REDACTED]		
KGVM 640 AM	[REDACTED]		
KWYS 920 AM (West Yellowstone)	[REDACTED]		
KBOZ 1090 AM	[REDACTED]	KBOZ Radio Stations	[REDACTED]
KOBB 1230 AM	[REDACTED]	KBOZ Radio Stations	[REDACTED]
KMMS 1450 AM	[REDACTED]	Clear Channel Radio	[REDACTED]

Updated: September 2007

Nursing and medical students will be targeted through communications with the appropriate university programs.

3. Establishing Volunteers

3.1 Enrollment and Credentialing

Potential volunteers will be instructed to enroll by filling out a registration form, as shown in the Appendices, and returning it to the Gallatin City-County Health Department. Those providing e-mail addresses were sent a letter thanking them for enrolling and providing a basic introduction to the Gallatin County system, including expectations and information on notification and activation protocol through this framework. Those not providing an e-mail address were sent hard copies.

As needed, licenses will be checked for registered individuals through the Montana Department of Labor, Healthcare Licensing Bureau. Individuals may also be asked to submit information for a background check.

Similarly, in an actual event, spontaneous volunteers will have their licenses checked and possibly need to go through a background check.

Out of state licenses will be checked on a case-by-case basis. An individual's license(s) can be checked by querying the state's online license verification tools or by calling the issuing state(s).

Nursing and medical students are encouraged to keep their information up-to-date with their appropriate university programs. In an actual event, the university programs will be notified if students are needed or can be used. Recruitment and notification will then be initiated by university staff. Beginning in the fall of 2008, nursing students at Montana State University will have background checks performed. Table 3.1A shows the general capabilities of nursing students in their third and fourth years.

Table 3.1A General Capabilities of Nursing Students in the Third and Fourth Years

Semester	General Capabilities
First Semester Juniors (Third Year)	Give medications - oral, IM, Sub-Q Monitor medical surgical conditions Catheterizations Wound care - dressings and bandaging using sterile technique Ambulation Feeding Insert nasogastric tubes Chest tube knowledge
Second Semester Juniors (Third Year)	All of the above Beginning skill in obstetric and pediatric care
Seniors (Fourth Year)	All of the above Ability to assume leadership roles with the above skills Have community nursing experiences, including psychiatric and mental health care

Source: Elizabeth Kinion, Montana State University, College of Nursing, 2007.

4. During Non-Emergencies

4.1 Organizational Planning

Bozeman Deaconess Hospital uses volunteers on a regular basis as patient escorts and runners making deliveries and running errands. A wide variety of incidents could overwhelm the hospital. Licensed nurses could be used to discharge patients and transport other patients throughout the hospital during a disaster. The hospital system makes it difficult to use unfamiliar volunteers in other capacities. The volunteers would be integrated into the hospital's existing disaster plans.

The *Gallatin Community Clinic* regularly uses volunteer physicians and nurses in its practice. During an emergency or disaster, the Clinic may be used as an alternate treatment site during a mass casualty incident or may have a rapid influx of regular patients that are ill such as in the case of a pandemic. In either case, additional physicians, nurses, and medical assistants would be needed. The Clinic has emergency supplies in place and position descriptions for management positions.

Nursing volunteers are regularly used for immunization clinics through the *Gallatin City-County Health Department*. Plans are currently in place to use volunteers for mass clinics and management of the Strategic National Stockpile. Other situations in which volunteers would be needed include large scale communicable disease outbreaks, isolation, and quarantine.

The local *American Red Cross* Disaster Action Team uses volunteer nurses at emergency shelters to monitor health conditions and to provide first aid if needed. Licensed mental health practitioners also provide services to those affected by disasters through the Red Cross. In a large scale disaster where several emergency shelters are open or the emotional impacts are significant, additional volunteer nurses or mental health practitioners would be needed. Plans are in place to manage the additional volunteers.

4.2 Training and Exercising

Volunteers may be used in a wide variety of trainings and exercises through existing organizations, but no formal requirements will be established. It will be up to the individual organizations to provide training, if they so choose (i.e. Red Cross has established disaster training classes for volunteers). Some licenses require continuing education and experience to maintain the license and this is the responsibility of the individual volunteers. Guidance on the MRC Core Competencies will be provided to the volunteers upon enrollment. If funding allows, organized training and exercises may be offered to MRC volunteers and other first responders in the community.

4.3 Retention

The medical volunteers are to be used on an as needed basis. Years may pass before volunteers are needed, if ever. To keep the potential volunteers registered, annual and possibly more frequent e-mail notices can be sent to volunteers reminding them to keep their contact information up to date and informing them of relevant activities going on in the community.

4.4 Administrator Designations, Rights, and Training

In most incidents where volunteers are needed, the Unified Health Command (UHC) or Emergency Operations Center (EOC) will be activated. Therefore, the activation of volunteers can occur through UHC or EOC representatives. Ultimately, each user organization should have two people designated as “administrators”. In order for the system to work effectively, these administrators need to be trained on querying and activating volunteers.

The designated administrators should meet the following qualifications:

- Basic internet and e-mail competencies
- Basic knowledge of health care professions and tasks
- Availability to serve during some types of health-related emergencies not involving their organization
- Incident Command System 100 and 200 training
- Basic knowledge of the Gallatin County Emergency Operations Center
- Basic knowledge of the Gallatin County Unified Health Command
- Extensive knowledge of the Gallatin County Medical Volunteer System
- Administrator training

Administrator training will be conducted as needed by those already trained to use the system.

5. During Emergencies

5.1 Activation and Notification

When the need for medical volunteers is determined by the Unified Health Command, Incident Commander, or one of the individual users, an administrator will be notified and activated. Unless the incident is simple enough that it can be managed by the single user, the organization(s) with the least involvement in the incident should provide the administrator(s). This will prevent those users needing the volunteers from having to devote a key staff person, someone that will likely be needed in other capacities within their organization, to the administrator position. The administrator may be asked to report to the Gallatin County Emergency Operations Center or a computer/phone workstation elsewhere, depending on the situation.

When making a request for volunteers, the requesting organization should provide the following for each position: (see Gallatin County Medical Volunteer Request Form in the Appendices)

- Type of volunteer needed (nurse, doctor, specialties, etc.)
- Date and time needed
- Expected length of shift (6 hours, 8 hours, 12 hours, etc.)
- Estimated duration of need (1-2 days, weeks, only during day, 24-hours, etc.)
- Where the volunteer should report
- The name and contact information of the supervisor the volunteer should report to
- Expected duties
- What to bring (photo ID, water, food, gloves, scrubs, etc.)

The administrator will then query for qualified volunteers and either:

- Send out an e-mail request to those qualified with the information listed above and a phone number to call the administrator if willing and available to serve. Note: When sending out e-mail requests, please make it clear that volunteers are not to respond without talking to and being cleared by the administrator FIRST.
OR
- Make phone calls to individuals requesting their availability, providing the information listed above, and filling positions.

When nursing or medical students are requested or needed to fill positions, the appropriate program at Montana State University will be contacted (see general nursing skills by semester in Table 3.1A).

If needed or desired, individuals can be checked against the Montana Department of Justice Sexual or Violent Offender Registry. The online registry can be found at: <http://www.doj.mt.gov/svor/search.asp>. Individuals can also be checked against the National Sex Offender website at <http://www.nsopr.gov/>. Dispatch or law enforcement can do a more thorough check through their systems, if available. Montana healthcare license statuses can be checked at: <http://app.mt.gov/lookup/>.

Once positions are filled, the administrator will contact the requesting organization with the names of the volunteers filling the positions.

5.2 Volunteer Management

Once an individual is given a volunteer assignment, the administrator will mark the individual as “assigned” and will list the appropriate position. Each morning, the list of “assigned” volunteers will be printed and verified with the organizations using the volunteers to ensure accountability. Once at the appropriate facility, the volunteers become the responsibility of the individual users to manage. Each volunteer must be accountable to a supervisor. Real-time training and job action sheets are the responsibility of the organization using the volunteers. If a volunteer is demobilized or given a new position, the organization using the volunteer must tell the administrator so the individual’s designation can be returned to “available” or modified as needed.

6. Administration

6.1 Legal and Liabilities

A summary of Montana laws as they relate to medical volunteers follows:

Limits on liability for emergency care rendered at scene of accident or emergency

Montana Code Annotated, Title 27, Chapter 1, Section 714

(1) Any person licensed as a physician and surgeon under the laws of the state of Montana, any volunteer firefighter or officer of any nonprofit volunteer fire company, or any other person who in good faith renders emergency care or assistance without compensation except as provided in subsection (2) at the scene of an emergency or accident is not liable for any civil damages for acts or omissions other than damages occasioned by gross negligence or by willful or wanton acts or omissions by such person in rendering such emergency care or assistance.

(2) Subsection (1) includes a person properly trained under the laws of this state who operates an ambulance to and from the scene of an emergency or renders emergency medical treatment on a volunteer basis so long as the total reimbursement received for such volunteer services does not exceed 25% of his gross annual income or \$3,000 a calendar year, whichever is greater.

Immunity of nonprofit corporation officers, directors, and volunteers

Montana Code Annotated, Title 27, Chapter 1, Section 732

(1) An officer, director, or volunteer of a nonprofit corporation is not individually liable for any action or omission made in the course and scope of the officer's, director's, or volunteer's official capacity on behalf of the nonprofit corporation. This section does not apply to liability for willful or wanton misconduct. The immunity granted by this section does not apply to the liability of a nonprofit corporation.

(2) For purposes of this section, "nonprofit corporation" means:

- (a) an organization exempt from taxation under section 501(c) of the Internal Revenue Code, 26 U.S.C. 501(c), as amended;
- (b) a corporation or organization that is eligible for or has been granted tax-exempt status by the department of revenue under the provisions of 15-31-102; or
- (c) the comprehensive health association created by 33-22-1503.

Personnel immune from liability

Montana Code Annotated, Title 10, Chapter 3, Section 111

(1) The state, a political subdivision of the state, or the agents or representatives of the state or a political subdivision of the state are not liable for personal injury or property damage sustained by a person appointed or acting as a volunteer civilian defense worker or member of an agency engaged in civilian defense activity during an incident, disaster, or emergency. This section does not affect the right of a person to receive benefits or compensation to which the person might otherwise be entitled under the workers' compensation law or a pension law or an act of congress.

Workers' Compensation Act

Montana Code Annotated, Title 39, Chapter 71, Sections 118 and 401

Volunteers generally do have workers' compensation since they are not categorized as an employee.

Employers may elect to include volunteers in its coverage, if the insurer approves.

A summary of federal laws as they relate to medical volunteers follows:

Volunteer Protection Act of 1997

United States Code, Title 42, Chapter 139, Section 14503 Limitation on liability for volunteers

(a) Except as provided in subsections (b) and (d) of this section, no volunteer of a nonprofit organization or governmental entity shall be liable for harm caused by an act or omission of the volunteer on behalf of the organization or entity if—

- (1) the volunteer was acting within the scope of the volunteer's responsibilities in the nonprofit organization or governmental entity at the time of the act or omission;
- (2) if appropriate or required, the volunteer was properly licensed, certified, or authorized by the appropriate authorities for the activities or practice in the State in which the harm occurred, where the activities were or practice was undertaken within the scope of the volunteer's responsibilities in the nonprofit organization or governmental entity;
- (3) the harm was not caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed by the volunteer; and
- (4) the harm was not caused by the volunteer operating a motor vehicle, vessel, aircraft, or other vehicle for which the State requires the operator or the owner of the vehicle, craft, or vessel to—
 - (A) possess an operator's license; or
 - (B) maintain insurance.

(e) Limitation on punitive damages based on actions of volunteers

- (1) Punitive damages may not be awarded against a volunteer in an action brought for harm based on the action of a volunteer acting within the scope of the volunteer's responsibilities to a nonprofit organization or governmental entity unless the claimant establishes by clear and convincing evidence that the harm was proximately caused by an action of such volunteer which constitutes willful or criminal misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed.

Lacking clear legislation regarding medical volunteers in Montana, the volunteers are not completely immune from liability. Volunteers are encouraged to only perform activities for which they are trained for. The organizations using the volunteers are also encouraged to develop waivers that outline the liability and legal issues related to volunteering for their organization. Another option is to encourage local or state legislation that clearly defines medical volunteer liabilities and limitations.

6.2 Sustainability/Administrative Support

The medical volunteer system in Gallatin County is a collaborative effort of the user organizations to meet local needs while also keeping the process as simple as possible. Should questions arise from potential volunteers or users, this framework is maintained by the Gallatin City-County Public Health Department.

This organization also maintains periodic hard copies of the volunteer lists and schedules administrator training as needed.

Appendices

Contact Information

Trained Medical Volunteer Administrators

Name	Organization	Contact Numbers
Betty Kalakay	Gallatin City-County Health Department	[Redacted] (w) [Redacted] (c) [Redacted] (h)
Patrick Lonergan	Gallatin County Emergency Management	[Redacted] (w) [Redacted] (dispatch)
Pam Shrauger	Big Sky Hazard Management LLC (under contract with the GCCHD)	[Redacted] (w) [Redacted] (h)
Buck Taylor	Gallatin Community Clinic	[Redacted] (w) [Redacted] (p) [Redacted] (h)

Gallatin County Medical Volunteer Request Form

Organization Making the Request: _____

Name of Person Making the Request: _____ Phone: _____

Type of Volunteer(s) Needed

Type	Number Needed	Specialties?
Physician		
Physician Assistant		
Nurse Practitioner		
Registered Nurse		
Licensed Practical Nurse		
Emergency Medical Technician		
Clinical Professional Counselor		
Other (please specify)		

Date Needed: _____ Time Needed: _____

Expected Length of Shift (8 hours, 12 hours, etc.): _____

Does this Position Need to be Filled 24-hours? _____

Expected Duration of Need (1-2 days, weeks, etc.): _____

Location Where the Volunteer(s) Should Report: _____

Supervisor/Report To: _____ Phone: _____

Expected Duties: _____

Things for the Volunteer(s) to Bring (photo ID, water, food, gloves, scrubs, etc.): _____

For Admin Use: Date/Time Rcvd: _____ Date Time/Filled: _____ *Attach List of Volunteer(s) Used*
--

Gallatin County Disaster Medical Volunteer Enrollment Form

Please return to:

Betty Kalakay, Gallatin City-County Health Department, 12 N. 3rd Avenue, Bozeman, MT 59715

Contact Information

Please fill out applicable fields.

First Name _____ Last Name _____

Address _____

City _____ Zip Code _____

Home Phone _____ Cell Phone _____

Work Phone _____ Pager/Other _____

Email _____

Emergency Contact Information

Please list contact information for the person you would like to have contacted in case of a personal emergency.

Name _____

Contact Number(s) _____

Relationship _____

Skills and Abilities

Please list applicable information.

Medical License Type(s) _____

License Number(s) _____

Issuing State(s) _____

Expiration Date(s) _____

Please list any applicable specialties or certifications: _____

Please list any Incident Command System training: _____

Please list any foreign languages spoken: _____

Volunteer Capabilities

Please check/list/circle all that apply. Note that your answers to these questions do not include/exclude you from volunteering but is important for planning purposes.

Other Current Affiliations

- Bozeman Deaconess Hospital
- Gallatin City-County Health Department
- Other Medical Facility
- Fire Service
- EMS Service
- Law Enforcement
- Search and Rescue
- Military
- American Red Cross
- Other Affiliations
(that may take priority in a disaster)

Which group? _____

Which? _____

Which dept.? _____

Which? _____

Which? _____

Which? _____

Which? _____

Please list: _____

General Health Condition

- Able to lift 20 pounds
- Can walk one (1) mile
- Have allergies
- Other medical limitations

Please list type: _____

Please list: _____

Health Insurance

Do you have health insurance that will cover you in case of injury while volunteering? Yes No

Transportation

Do you have transportation that you could take to and from your volunteer site? Yes No

Availability

Are you generally able to volunteer in a disaster with little advanced notice (i.e. have workplace flexibility, child care arrangements, etc.)? Yes No

If not, how much advanced notice do you generally need? _____

- I certify that all statements made in this enrollment form are true and I agree and understand that any misstatement of material facts may cause forfeiture of my eligibility for enrollment as a health professional volunteer.
- I also understand that falsification or omission of information may result in my removal from eligibility as a volunteer.
- I understand that submitting this form does not guarantee selection for placement.
- I understand that the information from this application may be shared with federal, state, regional, or local partners in planning for emergency preparedness and with those agencies where I will be placed as a volunteer; my information will be kept private in accordance with state law.

Signature: _____

Date: _____