Request for NDMS Program Development Branch (PDB) Task Force Members

The National Disaster Medical System (NDMS) Program Development Branch (PDB) is recruiting intermittent employees from DMAT, NVRT, and DMORT teams to participate on FY12 Task Forces for the Joint Patient Assessment and Tracking System (JPATS), Electronic Medical Records (EMR) and the Mobile Acute Care Strike Team (MAC-ST), pending the availability of funding. Each Task Force has unique selection qualifications and requirements. Please be sure to read each description thoroughly to ensure you meet the qualifications before applying.

The Task Force application process has two parts. First, discuss your intentions to apply for the Task Force with your Team Leadership and seek their support. Have your Team Leader or their designee complete the Task Force Recommendation and submit it directly to headquarters. Second, submit your resume and cover letter describing why you would like to participate on the Task Force. All materials should be submitted to Martha Bartz at Martha.bartz@hhs.gov no later than Friday, January 27, 2012. Late or incomplete submissions will not be considered.

Joint Patient Assessment & Tracking System (JPATS)-

The FY12 JPATS Task Force will focus on developing regional support and facilitating training to include evaluating training and education methodologies, reviewing and developing new and existing training products, and program development.

Selection qualifications include:
- Basic computer skills including portable computers and establishing internet connectivity
- Experience using Microsoft Windows and web-based applications
- Training and education experience, JPATS experience and training preferred but not required

Task Force members must:
- Possess strong interpersonal skills and be able to work independently
- Be available for monthly conference calls
- Actively participate in projects as assigned
- Be able to travel in support of headquarters meetings, training and exercises
- Remain eligible to deploy during disaster response operations
- Complete JPATS Basic and Advanced training within the year

Electronic Medical Records (EMR)-

The FY12 EMR Task Force will focus on product lifecycle development, generating evaluation and outcome measurements, developing regional instructors/SMEs and producing end-user reference materials.

Selection qualifications include:
- Basic computer skills including portable computers and establishing internet connectivity
- Experience using Microsoft Windows and desktop applications
- Training and education experience, EMR experience and training preferred but not required
- Healthcare evaluation and outcome measurement experience

Task Force members must:
- Possess strong interpersonal skills and be able to work independently
- Be available for monthly conference calls
- Actively participate in projects as assigned
- Be able to travel in support of headquarters meetings, training and exercises
- Remain eligible to deploy during disaster response operations
- Have completed NS 3010a, 3020, 3030, and 3070
- Complete Tier 2 training within the year

Mobile Acute Care Strike Team (MAC-ST)-

The FY12 MAC-ST Task Force will focus on developing, facilitating and evaluating training, creating end-user reference materials, performing the annual Critical Care Cache & Pharmacy Review and producing on-line training modules for Responder E-Learn.

Selection qualifications include:
- Meet qualifications to participate on the MAC-ST
- Experience producing and delivering critical care training, instructional materials or on-line training components
- Familiarity with the Critical Care Cache and pharmacy component.

Task Force members must:
- Possess strong interpersonal skills and be able to work independently
- Be available for monthly conference calls
- Actively participate in projects as assigned
- Be able to travel in support of headquarters meetings, training and exercises
- Remain eligible to deploy during disaster response operations
- Complete MAC Basic and Advanced training within the year

Task Force Recommendation

Name: _____

Team: _____

Team Position: _____

Task Force: _____

I support this applicant for participation on the FY12 Task Force. This member meets the selection qualifications and requirements. The team member is able to deploy in support of the mission and is eligible to deploy in the RMS database.

_____   _____
Printed Name   Signature

I am unable to support this applicant's request for participation on the FY12 Task Force. Reason:_____
_____
_____
_____
_____

_____   _____
Printed Name   Signature