

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

**Job Description**  
**PROFESSIONAL SERVICES CHIEF**

Position Assigned To: \_\_\_\_\_

You Report To: \_\_\_\_\_  
(Emergency Commander)

**Mission:** Organize and manage professional services. To assist in providing for the optimal functioning of these services. Monitor the use and conservation of these resources.

Immediate

- \_\_\_ Receive Job Description from Emergency Commander.
- \_\_\_ Read Job Description and put on position tag.
- \_\_\_ Obtain briefing from Emergency Commander.
- \_\_\_ Meet with Command Center Chiefs for a briefing and development of initial action plan.
- \_\_\_ Appoint Directors for:
  - Laboratory Services \_\_\_\_\_
  - Radiology Services \_\_\_\_\_
  - Pharmacy Services \_\_\_\_\_
  - Cardio-Pulmonary Services \_\_\_\_\_
  - Morgue Services \_\_\_\_\_
  - Nutritional Services \_\_\_\_\_
  - Patient Information \_\_\_\_\_
  - Chaplain Services \_\_\_\_\_
  - Employee Assistance \_\_\_\_\_
  - Social Services \_\_\_\_\_
- \_\_\_ \_\_\_\_\_
- \_\_\_ Distribute corresponding Job Descriptions.
- \_\_\_ Brief all Directors. Request an immediate assessment of each service's capabilities, staffing and supply needs. Designate time for follow-up meeting.
- \_\_\_ Receive, coordinate and forward requests for personnel and materials to the appropriate individual.
- \_\_\_ Duplicate Laboratory Report of available blood components and circulate to the EMS and OR.
- \_\_\_ If additional morgue space is needed, contact the Dept of

Anatomy (5312) to use room 8-333:

Gross Anatomy Lab – 60 spaces

Cooler Room in Gross Lab – 100 spaces

Intermediate  
&  
Extended

- \_\_\_ Report routinely to the Emergency Commander the actions, decisions and needs of Professional Services staff.
- \_\_\_ Track the ordering and receipt of needed supplies.
- \_\_\_ Supervise salvage operations within Professional Services when indicated.
- \_\_\_ Meets routinely with Professional Services Directors for status reports, and relay important information to Emergency Commander.
- \_\_\_ Document all actions/decisions with a copy to Emergency Commander
- \_\_\_ Observe and assist any staff who exhibit signs of stress or fatigue. Provide for staff rest periods and relief.
- \_\_\_ Direct non-utilized staff to Labor Pool.