



**Johnson County MRC**  
**Policy and Procedure Manual**

## **Preface**

The Johnson County Medical Reserve Corps is a medical and non-medical volunteer organization committed to supporting Johnson County's health care system by providing additional staff during emergency operations and preparedness activities.

The Johnson County Medical Reserve Corps (MRC) is hosted within Johnson County Public Health (JCPH).

The Johnson County Medical Reserve Corps Policy and Procedure Manual is designed to cover all policies and procedures that a volunteer may encounter within the timeframe of their volunteer service. This manual provides a general structure of the unit, and outlines the responsibilities and expectations of a Johnson County Medical Reserve volunteer.

Please reference this manual for any questions and/or concerns. Revisions will be made as needed, and volunteers will be notified of any noteworthy content changes. This manual will be reviewed and updated at least every two years. The Johnson County Medical Reserve Corps welcomes all suggestions for improvement of the Policy and Procedure Manual.

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## **Abbreviations and Acronyms**

AED – Automated External Defibrillator

CPR – Cardiopulmonary Resuscitation

HIPAA – Health Insurance Portability and Accountability Act

i-SERV – Iowa Statewide Emergency Registry of Volunteers

JCPH – Johnson County Public Health

MRC – Medical Reserve Corps

OSHA – Occupational Safety and Health Administration

PPE – Personal Protective Equipment

VPA – Volunteer Protection Act

# **MRC Volunteer Application and Orientation Process**

## **Purpose**

The purpose of this policy is to describe the MRC volunteer application and orientation process.

## **Policy**

It is the policy of the Johnson County MRC that all potential MRC volunteers shall follow the application and orientation process outlined in this policy and described in the Johnson County MRC Volunteer Handbook.

## **Application Process**

- Complete Johnson County MRC Volunteer Application and email it to the MRC Unit Coordinator
- Register in i-SERV, with affiliation to Johnson County MRC
- Pass the criminal record check

## **Criminal Record Check**

The services of a potential MRC volunteer shall be evaluated on a case-by-case basis for violations that may appear on a criminal record check. Volunteer services of an applicant shall be denied if the criminal record check reports:

- Conviction of a felony
- Conviction of a serious or aggravated misdemeanor
- Conviction of OWI within 1 year
- Current protective or no contact order in place
- Inability to obtain a permit to carry or purchase a gun (shows concerns from law enforcement)
- Registered sex offender

## **Appeal**

If the application is denied, the applicant has 10 business days to send a written appeal if they believe the application denial was based on inaccurate information. Appeals may be delivered, emailed, or mailed to the MRC Unit Coordinator. The MRC Unit Coordinator will then present the appeal to the Medical Director or Director of JCPH at their discretion.

## **Orientation Process**

- Watch the Johnson County MRC Orientation Video
- Watch the Johnson County HIPAA Video
- Review Johnson County MRC Volunteer Handbook
- Review the Johnson County MRC Policy and Procedure Manual
- Indicate on Qualtrics you've watched and reviewed the following:
  - Orientation Video
  - HIPAA Video
  - Volunteer Handbook
  - Policy and Procedure Manual

**Procedure**

The Johnson County MRC Volunteer application is available on the Johnson County MRC website. Once completed, email it to the MRC Unit Coordinator. Registration for i-SERV is available on the i-SERV website. The criminal record check will be completed by the MRC Unit Coordinator or their designee for approval or denial. To appeal a denied application, email or mail the appeal to the MRC Unit Coordinator within 10 business days of application submission. The Orientation Video, HIPAA Video, Volunteer Handbook, and Policy and Procedure Manual will be sent to you via email.

## **MRC Volunteer Responsibilities**

### **Purpose**

The purpose of this policy is to describe MRC volunteers' responsibilities and expectations.

### **Policy**

It is policy of the Johnson County MRC that all MRC volunteers are required to:

- Ensure orientation procedures have been fully completed and indicate on Qualtrics all materials have been reviewed
- Conduct themselves in accordance with the policies and responsibilities set forth in the Johnson County MRC Volunteer Handbook and Johnson County MRC Policy and Procedure Manual
- Sign the Confidentiality Statement and Photo Release Form upon the first MRC function attended
- Maintain accurate and up-to-date information in i-SERV

### **Procedure**

Review the email which contains all orientation materials. Once reviewed, submit the associated Qualtrics survey indicating completion of this step. Refer to the Volunteer Handbook and Policy and Procedure Manual for any conduct-related questions, or ask the MRC Unit Coordinator. Upon the first MRC function attended, the MRC Unit Coordinator will provide a paper copy of the Confidentiality Statement and Photo Release form for signature. Log in to i-SERV periodically and update any outdated information.

## **Activation**

### **Purpose**

The purpose of this policy is to describe the activation of the MRC and how volunteers should conduct themselves pre-, mid-, and post-activation.

### **Policy**

It is the policy of the Johnson County MRC that activation shall be ordered only by the MRC Unit Coordinator or their designee. Activation will occur on the i-SERV platform. Activation may occur due to: pre-planned events, exercises, or response to local or regional disasters.

### **MRC VOLUNTEERS ARE NEVER TO SELF-ACTIVATE IN THE EVENT OF A DISASTER**

When the MRC unit is activated, on-scene MRC volunteers will be required to sign-in and sign-out for accountability and liability purposes. Volunteers will not be given roles until they are signed-in and briefed prior to the event or disaster. Once signed in, the volunteers will be considered on 'active MRC duty'.

Volunteers will not be considered deployable or assigned roles until all Johnson County MRC application and orientation procedures (Level 1 requirements) have been completed.

### **Procedure**

When the unit is activated, volunteers will be notified of the purpose, timeframe, location, and additional relevant details. Volunteers must sign-in and sign-out when responding to activation and on-scene. Reference Appendix A in the Johnson County MRC Volunteer Handbook for required and recommended items to bring upon MRC activation, such as your MRC identification badge and vest.

# **Training**

## **Purpose**

The purpose of this policy is to establish a standardized training plan for MRC volunteers, which can be used to classify volunteers by position, assignments, and appropriate responsibilities based on the level of training completed.

## **Policy**

It is policy of the Johnson County MRC to have a standardized Level 1, Level 2, and Level 3 training plan. Every volunteer will begin at Level 1, under the assumption that all application and orientation procedures have been completed. Volunteers may train at their own pace and no trainings are required. The more trainings a volunteer completes, their operational scope of capabilities widens.

## **Procedure**

Volunteers must register or log in to MRC TRAIN to access the Johnson County MRC Training Plan. Level 1, Level 2, and Level 3 trainings will be clearly indicated and organized within the Johnson County MRC Training Plan. Refer to the Johnson County MRC Volunteer Handbook for additional information on MRC TRAIN registration, step-by-step training instructions, and expected order of completion.

## **Assignment of Volunteers**

### **Purpose**

The purpose of this policy is to establish how MRC volunteers will be assigned roles and delegated tasks.

### **Policy**

It is policy of the Johnson County MRC that volunteer roles will be assigned based on credentials, trainings completed, and comfort of the volunteer.

Volunteers will not be considered deployable or assigned roles until all Johnson County MRC application and orientation procedures (Level 1 requirements) have been completed.

### **Procedure**

A volunteer with appropriate medical credentials will be assigned a medical-based role or non-medical-based role. A volunteer with non-medical credentials will be assigned a non-medical-based role. A non-medical volunteer, who completes First Aid/CPR/AED training, will be considered for a medical-based role that falls within their operational scope of capabilities.

To become a Team Leader, a volunteer must surpass Level 2 and complete all Level 3 trainings. A volunteer cannot be recognized as Level 2 until Level 1 trainings have been completed, and similarly, a volunteer cannot be recognized as Level 3 until Level 1 trainings and Level 2 trainings have been completed.

It must be clearly communicated with the MRC Unit Coordinator if a Level 2 or Level 3 volunteer does not want to assume the responsibility of a Level 2 or Level 3 volunteer. Any level of volunteer can act as a Team Member, but not all volunteers can assume the responsibility of Team Leader.

## **Reporting Incidents and Injuries**

### **Purpose**

The purpose of this policy is to establish a system for reporting incidents and/or injuries that involve MRC volunteers and/or non-MRC volunteers.

### **Policy**

It is policy of the Johnson County MRC that all incidents and/or injuries involving MRC volunteers and/or non-MRC volunteers shall be immediately reported to the MRC Unit Coordinator, or if delegated, the Safety Officer. The MRC Unit Coordinator is responsible for notifying the Medical Director of the incident and/or injury. The MRC Unit Coordinator shall conduct an inquiry into the incident and/or injury and take appropriate action, including reporting the incident and/or injury to the JCPH.

### **Procedure**

Any incident and/or injury shall be immediately reported to the MRC Unit Coordinator, or if delegated, the Safety Officer, through immediate verbal notification and/or written notification. The MRC Unit Coordinator will notify the Medical Director of the incident and/or injury. Injuries that require medical treatment shall not be delayed treatment for notification, however, notification must occur at the earliest opportunity available. Should a person (MRC volunteer or non-MRC volunteer) require medical treatment, the MRC is not responsible for any costs associated with the provision of that care. The MRC Unit Coordinator shall conduct an inquiry into the circumstances of the incident and/or injury and complete a report to be provided to JCPH. The inquiry will contain a comprehensive assessment of any procedures, practices, conditions, and other factors that may have caused or contributed to the incident and/or injury.

## **Exposure Control Policy**

### **Purpose**

The purpose of this policy is to protect MRC volunteers and non-MRC volunteers from exposures to bloodborne pathogens.

### **Policy**

It is the policy of the Johnson County MRC that all volunteers must adhere to the requirements set forth by OSHA, implemented by JCPH, regarding the prevention and control of exposures to bloodborne pathogens (29 CFR 1910.1030), and additional mandates required by JCPH.

### **Procedure**

Volunteers must adhere to the requirements set forth by OSHA (29 CFR 1910.1030), implemented by JCPH, and additional mandates required by JCPH, before, during, and after any MRC function involving patient contact or incidental contact with possibly contaminated items or areas.

A digital and/or paper copy of 29 CFR 1910.1030 or JCPH Exposure Control Plan can be provided upon request. A paper copy of the JCPH Exposure Control Plan will be on-site at any MRC function subject to a potential bloodborne pathogen exposure.

The entirety of 29 CFR 1910.1030 can be accessed [here](#).

# Code of Conduct and Discipline

## Purpose

The purpose of this policy is to provide an equitable, consistent system of disciplinary policy to foster and maintain professional excellence by the MRC.

## Policy

It is policy of the Johnson County MRC that all volunteers shall abide by the requirements, policies, procedures, and legalities set forth in the Johnson County MRC Policy and Procedure Manual, Johnson County MRC Volunteer Handbook, federal, state, and local law. Johnson County MRC volunteers found to be in violation of a requirement, policy, procedure, and/or legality shall be subject to corrective action(s) and/or disciplinary action(s) made in decision by the MRC Unit Coordinator and/or JCPH.

## Procedure

Volunteers determined to be in violation of a requirement, policy, procedure, or legality shall receive written communication from the MRC Unit Coordinator indicating the requirement, policy, procedure, or legality violated, time and date of violation, necessary corrective action(s), and any disciplinary action(s) warranted from the infraction. Disciplinary action may include counseling, warning, or disaffiliation.

- a. Major infractions – Infractions are considered major if a volunteer:
  - i. Intentionally violates federal, state, or local law
  - ii. Intentionally violates a Johnson County MRC requirement, policy, procedure, or legality
  - iii. Intentional action compromising human health
  - iv. Intentional action resulting in property damage
  - v. Under the influence of alcohol, narcotics, or any illegally controlled substance
  - vi. Display of insubordinate professionalism or character
  - vii. Exhibit dishonesty
  - viii. Intentionally or publicly discredits the MRC
- b. Minor infractions – Infractions are considered minor if a volunteer:
  - i. Unintentionally violates federal, state, or local law
  - ii. Unintentionally violates a Johnson County MRC requirement, policy, procedure, or legality
  - iii. Display of lack of responsibility
  - iv. Display of lack of organization
  - v. Tardiness
  - vi. Display of lack of motivation
  - vii. Display of other actions counterproductive to the mission of the MRC

Volunteers shall have the right to appeal any disciplinary action. Such appeal shall be made in the form of written communication to the MRC Unit Coordinator. Appeals must be delivered to the MRC Unit Coordinator within 10 days of the violation or effective date of the disciplinary

action. All disciplinary action and appeals will be reviewed on a case-by-case basis, in which the MRC Unit Coordinator and JCPH will agree on a final decision.

## **Harassment- / Violence-Free Environment**

### **Purpose**

The purpose of this policy is to establish the MRC as an organization committed to providing a harassment and violence-free work environment in which all individuals are treated equitably, and with respect and dignity.

### **Policy**

It is policy of the Johnson County MRC that any harassment or discrimination based on race, color, religion, age, gender, sexual orientation, national origin, marital status, disability, veteran status, or any other basis is strictly prohibited. The Johnson County MRC does not tolerate any type of act or threat of violence. Any possession of weapons by a volunteer on-site is strictly prohibited.

### **Procedure**

If you have been the subject of harassment, contact the MRC Unit Coordinator as soon as possible. Any reports of harassment will be examined impartially and resolved promptly. If you feel threatened, by any form of harassment, acts of violence, or weapon possession, retreat immediately and communicate the violation to the MRC Unit Coordinator. If fear of violence is imminent, immediately retreat and contact 911.

## Liability

### **The Volunteer Protection Act of 1997 (42 U.S. Code § 14501-14505)**

The VPA provides qualified immunity from liability for volunteers, subject to exceptions, and preempts inconsistent state laws on the subject, except for those that provide protections that are stronger than those contained in the VPA.

The VPA defines a volunteer as “an individual performing services for a nonprofit organization or a governmental entity who does not receive – (A) compensation (other than reasonable reimbursement or allowance for expenses actually incurred); or (B) any other thing of value in lieu of compensation, in excess of \$500 per year, and such term includes a volunteer serving as a director, officer, trustee, or direct service volunteer.”

Under the VPA, a volunteer of a nonprofit organization or governmental entity is immune from liability 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 owner of the vehicle, craft, or vessel to – (A) possess an operator’s license; or (B) maintain insurance.”

The entirety of 42 U.S. Code § 14501-14505 can be accessed [here](#).

### **Immunity for emergency aid – exceptions (Iowa Code 135.147)**

Iowa Code 135.147 provides legal immunity in a public health disaster under the following conditions and exceptions: “1. A person, corporation, or other legal entity, or an employee or agent of such person, corporation, or entity, who, during a public health disaster, in good faith and at the request of or under the direction of the department or the department of public defense renders emergency care or assistance to a victim of the public health disaster shall not be liable for civil damages for causing the death of or injury to a person, or for damage to property, unless such acts or omissions constitute recklessness. 2. The immunities provided in this section shall not apply to any person, corporation, or other legal entity, or an employee or agent of such person, corporation, or entity, whose act or omission caused in whole or in part the public health disaster and who would otherwise be liable therefor.”

The entirety of Iowa Code 135.147 can be accessed [here](#).

## **MRC Issued Supplies and Equipment**

### **Purpose**

The purpose of this policy is to establish which supplies and/or equipment are to be issued to an MRC volunteer and outline the responsibilities for usage and caretaking of the MRC-issued supplies and equipment.

### **Policy**

It is policy of the Johnson County MRC that each volunteer receives an MRC vest and Johnson County MRC identification badge prior to or upon their first event attended, and should be brought to all future MRC functions. Johnson County MRC identification badges remain property of the Johnson County MRC and must be returned upon termination of volunteer privileges. In addition, a digital and/or paper copy of the Johnson County MRC Volunteer Handbook, Johnson County MRC Policy and Procedure Manual, MRC Volunteer Core Competencies, JCPH Exposure Control Plan, and MRC Identity Guide can be requested from the MRC Unit Coordinator. As an MRC volunteer increases tenure and/or advances in training, they are likely to be issued additional MRC supplies and equipment, such as a hat, fanny pack, lanyard, and more. Each volunteer is responsible for the care and maintenance of their MRC-issued supplies and equipment. Certain MRC functions may require activity-specific supplies and/or equipment, such as PPE. It is not the responsibility of the MRC volunteer to provide any supplies or equipment, other than their MRC-issued supplies and equipment. Any additional MRC-issued supplies and/or equipment needed will be specified by the MRC Unit Coordinator or up to each volunteer's discretion on personal preferences.

### **Procedure**

The MRC Unit Coordinator will issue an MRC vest and MRC identification badge to each volunteer prior to or upon their first event attended. If a new identification picture is requested, an appointment can be made with the MRC Unit Coordinator, or a new picture can be emailed to the MRC Unit Coordinator. If a digital and/or paper copy of the Volunteer Handbook, Policy and Procedure Manual, MRC Volunteer Core Competencies, JCPH Exposure Control Plan, or MRC Identity Guide is desired, communicate this request to the MRC Unit Coordinator. Supplies and/or equipment that is lost or destroyed due to circumstances beyond the control of the volunteer, the additional supplies and/or equipment will be replaced by the MRC. Supplies and/or equipment that is lost or destroyed through negligence will not be replaced by the MRC, and will be reviewed in a case-by-case basis for potential volunteer disaffiliation.

# MRC Marketing and Public Relations

## Purpose

The purpose of this policy is to establish the identity, branding, and appropriate usage of the MRC.

## Policy

It is policy of the Johnson County MRC that no volunteer shall authorize the use of or use for the benefit or advantage of any person, name, emblem, endorsement, services, or property due to MRC identity, branding, or affiliation. The MRC identity and branding cannot be used for quantitative gain, only nominal value based on MRC-based affiliation. The MRC identity cannot be used in connection to any promotion not in conformity with the official position of the MRC. The MRC asks all volunteers to refrain from posting any content that displays poor representation, offensive imagery, plagiarized content, or infringes on people’s privacy rights. If a volunteer wishes to post the MRC brand, imagery, or other representation of the Johnson County MRC, approval must be granted by the MRC Unit Coordinator and the organization must be identified appropriately. MRC volunteers shall not speak to media during operations, regarding operations, or wearing any MRC-issued attire, unless given permission by the MRC Unit Coordinator or their designee. The Johnson County MRC unit and all volunteers must abide by the guidelines set forth in the MRC Identity Guide, and volunteers can receive a digital and/or paper copy of the MRC Identity Guide upon request.

The Johnson County MRC unit is committed to supporting the MRC branding strategy by using the official MRC tagline font, Verdana, and official MRC logo font, ITC Avant Garde Gothic® Book Oblique. The following color palette will be used:

Color Definition	Pantone	CMYK	RGB
<b>Blue</b>	293	C: 100% M: 56% Y: 0% K: 0%	R: 0 G: 81 B: 196
<b>Red</b>	032	C: 0% M: 91% Y: 87% K: 0%	R: 255 G: 23 B: 33
<b>Light blue</b>	284	C: 58% M: 17% Y: 0% K: 0%	R: 122 G: 171 B: 222

## Procedure

MRC volunteers must abide by the guidelines set forth or risk potential volunteer disaffiliation, which will be reviewed on a case-by-case basis. Communicate questions regarding appropriate usage of the MRC identity or appropriate usage of branding or affiliation to the MRC Unit Coordinator. If a digital and/or paper copy of the MRC Identity Guide is desired, communicate this request to the MRC Unit Coordinator.



## **Emergency Medical Technician Scope of Practice**

**Authority: Medical Director**

**Revised: 09/01/2025**

### **Purpose**

To define the scope of practice for Emergency Medical Technicians within the Johnson County Medical Reserve Corps.

### **Policy**

The Emergency Medical Technician scope of practice in Johnson County shall be in accordance with applicable sections of the Iowa Emergency Medical Care Provider Scope of Practice as outlined in accordance with the State of Iowa. The volunteer must possess a current, valid license in good standing in the State of Iowa.

Volunteer Emergency Medical Technicians will fall under the direction of the Johnson County Medical Reserve Corps Medical Director. For provisional protections, volunteer Emergency Medical Technicians must first be requested, and then will be activated as volunteers of the Johnson County MRC. Within the scope of training and experience of the Emergency Medical Technician, this role may provide medical guidance and care to the general public in crisis or disaster situations and/or MRC-related functions.

### **Standing Orders Authorization**

This policy and procedure shall remain in effect for all Johnson County Medical Reserve Corps Operations until rescinded or until the expiration date \_\_\_\_.

Medical Director's signature: \_\_\_\_\_ Effective Date: \_\_\_\_\_



## **Nurse Scope of Practice**

**Authority: Medical Director**

**Revised: 09/01/2025**

### **Purpose**

To define the scope of practice for Nurses within the Johnson County Medical Reserve Corps.

### **Policy**

The Nurse scope of practice in Johnson County shall be in accordance with applicable sections of the Nurse Practice Act as outlined in accordance with the State of Iowa. The volunteer must possess a current, valid license in good standing in the State of Iowa.

Volunteer Nurses will fall under the direction of the Johnson County Medical Reserve Corps Medical Director. For provisional protections, volunteer Nurses must first be requested and then will be activated as volunteers of the Johnson County MRC. Within the scope of training and experience of the Nurse, this role may provide medical guidance and care to the general public in crisis or disaster situations and/or MRC-related functions.

### **Standing Orders Authorization**

This policy and procedure shall remain in effect for all Johnson County Medical Reserve Corps Operations until rescinded or until the expiration date \_\_\_\_.

Medical Director's signature: \_\_\_\_\_ Effective Date: \_\_\_\_\_



## **Pharmacist Scope of Practice**

**Authority: Medical Director**

**Revised: 09/01/2025**

### **Purpose**

To define the scope of practice for Pharmacists within the Johnson County Medical Reserve Corps.

### **Policy**

The Pharmacist scope of practice in Johnson County shall be in accordance with applicable sections of the Pharmacist Practice Act as outlined in accordance with the State of Iowa. The volunteer must possess a current, valid license in good standing in the State of Iowa.

Volunteer Pharmacists will fall under the direction of the Johnson County Medical Reserve Corps Medical Director. For provisional protections, volunteer Pharmacists must first be requested and then will be activated as volunteers of the Johnson County MRC. Within the scope of training and experience of the Pharmacist, this role may provide medical guidance and care to the general public in crisis or disaster situations and/or MRC-related functions.

### **Standing Orders Authorization**

This policy and procedure shall remain in effect for all Johnson County Medical Reserve Corps Operations until rescinded or until the expiration date \_\_\_\_.

Medical Director's signature: \_\_\_\_\_ Effective Date: \_\_\_\_\_



## **Provider Scope of Practice**

**Authority: Medical Director**

**Revised: 09/01/2025**

### **Purpose**

To define the scope of practice for Providers within the Johnson County Medical Reserve Corps.

### **Policy**

The Provider scope of practice in Johnson County shall be in accordance with applicable sections of law as outlined in accordance with the State of Iowa. Providers include, but are not limited to: Physicians, Physician Assistants, Nurse Practitioners, Dentists, Optometrists, Psychologists, and Midwives. The volunteer must possess a current, valid license in good standing in the State of Iowa.

Volunteer Providers will fall under the direction of the Johnson County Medical Reserve Corps Medical Director. For provisional protections, volunteer Providers must first be requested and then will be activated as volunteers of the Johnson County MRC. Within the scope of training and experience of the Provider, this role may provide medical guidance and care to the general public in crisis or disaster situations and/or MRC-related functions.

### **Standing Orders Authorization**

This policy and procedure shall remain in effect for all Johnson County Medical Reserve Corps Operations until rescinded or until the expiration date \_\_\_\_.

Medical Director's signature: \_\_\_\_\_ Effective Date: \_\_\_\_\_



## **First Aid Scope of Practice**

**Authority: Medical Director**

**Revised: 09/01/2025**

### **Purpose**

To define the scope of practice for First Aid treatment within the Johnson County Medical Reserve Corps.

### **Policy**

The First Aid scope of practice in Johnson County shall be in accordance with applicable sections of the American Red Cross Adult and Pediatric First Aid, Cardiopulmonary Resuscitation, and Automated External Defibrillator certified training and/or alternative qualified First Aid training providers, and First Aid and as outlined in accordance with the State of Iowa. The volunteer must possess a current, valid license in good standing in the State of Iowa. A waiver may be permitted by the Johnson County Medical Reserve Corps Medical Director for training/certifications at an advanced level.

Volunteer First Aid certified individuals will fall under the direction of the Johnson County MRC Medical Director and defer to the highest medical authority present. For provisional protections, volunteer First Aid certified individuals must first be requested and then will be activated as volunteers of the Johnson County MRC. Within the scope of training and experience of the First Aid certified individual, this role may provide medical guidance and care to the general public in crisis or disaster situations and/or MRC-related functions.

### **Standing Orders Authorization**

This policy and procedure shall remain in effect for all Johnson County Medical Reserve Corps Operations until rescinded or until the expiration date \_\_\_\_.

Medical Director's signature: \_\_\_\_\_ Effective Date: \_\_\_\_\_



## Scope of Practice Examples

### Emergency Medical Technician

Emergency Medical Technician scope of practice examples includes, but is not limited to:

- Provide medical care in response to a crisis situation or disaster
- Offer life support within scope of certification, such as rescue and first aid procedures to patients with noted medical, trauma, environmental, psychiatric, or obstetrical emergencies, perform cardiopulmonary resuscitation and basic life support techniques, and stabilize patients for transport to advanced medical care
- Educate patients and/or public on health recommendations
- Communicate effectively while maintaining appropriate confidentiality
- Assist in meeting various public health needs, such as providing trauma intervention and staffing mass care shelters

### Nurse

Nurse scope of practice examples includes, but is not limited to:

- Provide medical care in response to a crisis situation or disaster
- Perform professional nursing assessments of health status, such as medical triage of patients determining the need and/or level of medical care needed and implementation of care plans
- Offer life support within scope of certification, such as rescue and first aid procedures to patients with noted medical, trauma, environmental, psychiatric, or obstetrical emergencies, perform cardiopulmonary resuscitation and basic life support techniques, and stabilize patients for transport to advanced medical care
- Coordinate patient care with additional health professionals while maintaining accurate records and documenting actions taken
- Communicate effectively while maintaining appropriate confidentiality
- Educate patients and/or public on health recommendations
- Prescribe and/or administer medications, administer vaccines and/or immunizations, and perform blood draws and tuberculin skin tests
- Assist in meeting various public health needs, such as providing trauma intervention and staffing mass care shelters

### Pharmacist

Pharmacist scope of practice examples includes, but is not limited to:

- Act as a pharmaceutical expert and consultant for allied health professionals
- Review, interpret, and assess medication orders for appropriateness
- Clarify or correct ambiguous, incomplete, or erroneous orders
- Verify order accuracy of all prescriptions dispensed
- Provide knowledge and demonstrate proper sterile techniques when preparing appropriate unit-dose quantities, compounding solutions and formulations, administering vaccine, and providing general patient care
- Counsel patients on appropriate medication usage, indication, side effects, and impacts as deemed appropriate to ensure a reasonable degree of patient safety
- Record necessary patient and prescription data in accordance with all applicable state and federal laws
- Record narcotic inventory and dispense narcotics as directed by law
- Supervise the work of pharmacy technicians, assistants, and/or interns
- Participate in quality assurance and improvement practices, medication safety practices, and formulary development practices



## Provider

Provider scope of practice examples includes, but is not limited to:

- Provide medical care in response to a crisis situation or disaster
- Offer life support within scope of certification, such as rescue and first aid procedures to patients with noted medical, trauma, environmental, psychiatric, or obstetrical emergencies, perform cardiopulmonary resuscitation and basic life support techniques, and stabilize patients for transport to advanced medical care
- Educate patients and/or public on health recommendations
- Communicate effectively while maintaining appropriate confidentiality
- Assist in meeting various public health needs, such as providing trauma intervention and staffing mass care shelters

## First Aid

First Aid scope of practice examples included, but is not limited to:

- Staff a first aid booth
- Clean, flush, soak, and/or dress wounds on the surface of the skin
- Utilization of hot or cold therapy
- Administration of drinking water for heat distress
- Remove foreign bodies from the eye using irrigation or a cotton swab

## Do's and Don'ts

- DO familiarize yourself with first aid booth supplies and equipment
- DO obtain verbal consent prior to first aid treatment
- DO follow bloodborne pathogen prevention and response procedures
- DO document all first aid treatment provided
- DON'T staff a first aid booth if your certification has expired
- DON'T provide first aid treatment outside of your scope of practice

## Treatment Algorithm

1. Obtain verbal consent
  - a. Yes, continue
  - b. No, do not treat
2. Ask the patient if they are 18+ years of age
  - a. Yes, continue
  - b. No, do not treat, unless a legal guardian is present. Call 911 and provide support until responders arrive.
3. Alert and Oriented
  - a. Yes, continue
  - b. No, do not treat. Call 911 and provide supportive care until responders arrive.
4. Cooperative
  - a. Yes, provide first aid treatment
  - b. No, do not treat. Call 911 and provide supportive care until responders arrive.
5. Ambulatory
  - a. Yes, provide first aid treatment
  - b. No, do not treat. Call 911 and provide supportive care until responders arrive.

## Documentation

- All first aid treatment provided must be documented with the MRC first aid documentation forms