

Whatcom County Medical Reserve Unit Volunteer Emergency Health Worker



Dear Health Care Professional:

Thank you for volunteering your health care skills and professional backgrounds to the Whatcom County.

Whatcom County Emergency Medical Services is supporting Unified Command by organizing a Volunteer Medical Reserve Unit that can respond and support the various health care sectors in the county. This unit will be flexible and resilient with the ability to support many types of health care services.

The attached application packet provides information to the Medical Reserve Unit (MRU) regarding your credentials, skill sets and education. The MRU is recruiting for Physicians, Nurses, ARNP's, Respiratory Therapists, Physician Assistants, Certified Nursing Assistants, Emergency Room Technicians, Paramedics, Mental/Behavioral Health Specialists and other allied health professionals.

Please send the completed application packet to WhatcomCountyMRC@co.whatcom.wa.us. Once received, your credentials will be verified, a background check will be completed, and you will be issued an Emergency Worker Card for Washington State.

Whatcom County EMS (WCEMS) has organized a leadership team to support the MRU. WCEMS intends to develop the Medical Reserve team for the future by affiliating with the State and National Medical Reserve Corps in an effort to strengthen public health, build resilience, and improve our community's preparedness, response and recovery capabilities. www.mrc.hhs.gov/HomePage

The Whatcom County Unified Command appreciates your willingness to volunteer. Once your application is processed, the MRU leadership team will be contacting you to provide updates and build the MRU Team.

Thank you for volunteering.

Michael Hilley, MICP, MS
Whatcom County Emergency Medical Services



WHATCOM COUNTY EMERGENCY MEDICAL SERVICES

Administration

CONFIDENTIAL

Applicant Disclosure and Authorization for Background Inquiry

You are applying for an appointment to a position or a volunteer opportunity with Whatcom County EMS that will or may have unsupervised access to children under sixteen years of age or developmentally disabled persons or vulnerable adults. As such, and pursuant to RCW 43.43.830, applicants must provide a disclosure statement of certain civil adjudications, conviction records of crimes against persons and disciplinary board final decisions prior to appointment at Whatcom County EMS.

Whatcom County EMS will make background inquiries of the above noted disclosures. Such inquiries may be made to State and/or Federal law agencies. Information obtained from the disclosure statement or from the background inquiries will not necessarily preclude appointment, but will be considered in determining the applicant's character, suitability and competence for the position applied for and may result in denial of appointment. If you wish to be considered for appointment, you must complete and sign this Applicant Disclosure and Authorization Background Inquiry form. Failure to complete and sign this form will disqualify you from Whatcom County EMS appointment. The information provided on this form will only be considered if you are referred for an interview.

Applicant Last Name:		First Name:	M.I.:
Alias/Maiden Name:			
Date of Birth:	Race:	Gender: <input checked="" type="radio"/> M <input checked="" type="radio"/> Female	
Driver's License Number:		State:	

Please answer Yes or No to each listed item below. If you answer Yes to any item, explain in the area provided or attached additional pages indicating the charge or finding, date, court(s), and state involved.

1. Have you ever been convicted of any crimes against children or other persons?

No Yes If yes, explain: _____

2. Have you ever been convicted of crimes related to the financial exploitation as defined in RCW 74.34.030?

No Yes If yes, explain: _____

3. Have you ever been found in any dependency action under RCW 13.34.030 (2)(b) to have sexually assaulted or exploited any minor, or have physically abused any minor?

No Yes If yes, explain: _____

4. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult or found by a court in a protection proceeding under RCW 74.34, to have abused or financially exploited a vulnerable adult?

No Yes If yes, explain: _____

I swear, under penalty or perjury that the above information is correct:

Applicant Signature: _____ Date: _____



Whatcom County Sheriff's Office (WCSO)
311 Grand Ave.
Bellingham, WA 98225

MEDICAL RESERVE CORPS (MRC)

CRIMINAL HISTORY/BACKGROUND APPLICATION

CONFIDENTIALITY OATH

APPLICATION: **NEW** RENEWAL

Instructions: Print clearly, provide your signature in two places below, and return to WCSO-Division of Emergency Management.

Last Name		First Name			Full Middle Name		
Maiden Name		Alias/Other Names Known As		Driver License Number		Issuing State	
Street Address				City		State/Zip	
Email Address(es)							
Home Phone		Work Phone			Cell Phone		
Date of Birth (mm/dd/yyyy)	Sex (male/female)	Height	Weight	Race	Eye Color	Hair Color	
EMERGENCY CONTACT INFORMATION <i>(In case of an emergency the following contact person will be notified)</i>							
First and Last Name			Contact Number		Relationship to Emergency Worker		
BACKGROUND INFORMATION							
Do you have any driving restrictions? If so, please explain:							
Have you ever been investigated or arrested for a crime? If so, please explain: <i>(Answering yes will not be an automatic disqualifier. Factors will be considered due to the nature, seriousness of the act, and the age and maturity of the applicant at the time of the act.)</i>							
<i>I understand that by signing this Application, I am acknowledging and approving the Whatcom County Sheriff's Office to make inquiries into my background, criminal history and driving record. I certify that the above information is true and correct.</i>							
Signature					Date		

VOLUNTEER CONFIDENTIALITY

Due to the nature of the services that the Whatcom County Sheriff's Office, Emergency Worker Volunteers provide, you may process and sometimes hear or see information that is confidential and not public record. For that reason, you are asked to sign an oath of confidentiality indicating that you will keep information to which you have access confidential and not discuss it with anyone other than the staff with whom you are working. Any violation of this confidentiality is a violation of the Sheriff's Office policy and state law and could result in jeopardizing an on-going investigation.

OATH OF CONFIDENTIALITY

1. The undersigned will access Sheriff's Office records only as necessary to perform job duties.
2. The undersigned agrees not to divulge, publish, or otherwise make known to anyone except Sheriff's Office employees, orally or in writing, any information gained through access to the Sheriff's Office records.
3. It is understood and agreed upon that the foregoing conditions do NOT cease at such time as the undersigned is no longer a volunteer with the Sheriff's Office. The undersigned is permanently bound by said regulations on confidentiality.
4. Violation of conditions 1 through 3 may subject the undersigned to disciplinary action, which may include termination of volunteer status, civil action, and/or criminal prosecution. This does not preclude the undersigned from reporting misconduct they have knowledge of or truthfully testifying in any official proceedings.

Signature of Volunteer

Date



WHATCOM COUNTY EMERGENCY MEDICAL SERVICES

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Assurance of Confidentiality

As an employee, student, volunteer, or individual acting in any other capacity in connection with Whatcom County EMS, I _____, agree to the following:

1. I will maintain and protect the confidentiality of information I may receive or have access to within Whatcom County EMS. This information may include protected health information (PHI) relating to an individual's healthcare and the payment for that healthcare; individually identifiable health information (IIHI) relating to demographic information which could identify the individual (i.e. name, address, phone number, social security number, medical record number, account number); personnel and payroll information; and an individual's financial information.
2. I will respect an individual's right to confidentiality and no access, read, discuss or disclose PHI, IIHI or other confidential information regarding an individual whose records are maintained in any format within the health District **unless it pertains to my specific job requirements.**
3. **I will not access the medical information of myself, family, friends, co-workers, or others I may be curious about for whom I have no job-related business to access.**
4. I will hold discussions involving an individual's confidential information in locations which assure privacy.
5. I will comply with the Whatcom County EMS HIPAA Confidentiality Guidelines.
6. I will safeguard my computer password, not share it with anyone, and will not post in in a public place.
7. I will log off of the computer whenever I will be away from my work area for any length of time (i.e. breaks, lunch periods).
8. I will log off of the computer at the completion of my work day and place all confidential information (i.e. papers, removable storage devices) into locking desks, file cabinets or safes.
9. I understand that my activity on Whatcom County EMS computers, including the electronic medical record, is logged and also routinely monitored for suspicious, unauthorized and/or unlawful access.
10. I will report violations or potential violations of this agreement to my supervisor and the privacy/security official.
11. Upon termination of my relationship with Whatcom County EMS, I agree to maintain the confidentiality of any confidential information I learned during that relationship and agree to turn over any keys, access cards, or any other device that would provide access to Whatcom County EMS or its information.
12. I understand that any violation of confidentiality of an individual's information may result in disciplinary action, up to and including dismissal, or dissolution of contractual agreement. Any deliberate unauthorized disclosure of protected health information/individually identifiable health information is a federal and Washington State civil and criminal offense.

Signature

Date

Supervisor/Witness

Date



WHATCOM COUNTY EMERGENCY MEDICAL SERVICES

Administration

Whatcom County EMS Client/Staff Consent

Client/Staff Name: _____

Date: _____

Summary: This form says that you give your permission to be photographed, filmed or videotaped for health education or to promote the activities of Whatcom County EMS (WCEMS), and that you give the permission for free. This permission allows the use of your image or voice on our Web site and other social media.

Consent: In the interest of promoting the programs and services of Whatcom County EMS and informing the public concerning activities at WCEMS, or for education purposes, I consent to audio recordings, motion or still pictures, videotaperecording, or live broadcast, collectively referred to as "image or audio production." I authorize this under the following conditions:

Only an individual approved by the Health Officer, EMS Manager or PIO shall produce the image or audio production. WCEMS shall be held harmless for images taken by unauthorized individuals in the public areas of WCEMS buildings or by individuals other than WCEMS staff at offsite clinics or events.

The image or audio production shall be used for public health promotion or education; such image or audio production may be published and republished, exhibited either separately or in connection with each other, or used for any other purpose deemed proper in the interest of public health education or promotion of WCEMS activities provided, however, that I shall not be identified by name without my consent below. I grant this consent as a voluntary contribution in the interest of public health education or to promote the programs and services WCEMS.

I waive all rights I may have to any claims for payment or royalties in connection with any exhibition, televising or other showing of the image or audio production.

I understand that the image or audio production may be edited, modified, or retouched in consideration of artistry, space or time without any rights on my part relative to such edification.

I, _____, do consent to be identified in the image or audio production.
(Print Name)

Signature of client, parent, legal guardian, or other person authorized to consent for client; staff member

Home phone number

E-mail address

Address

Event or activity and location: _____

WITNESS: _____



WHATCOM COUNTY EMERGENCY MEDICAL SERVICES

Name: _____

Phone: _____

Section: _____

Administration

WHATCOM COUNTY EMS RESERVE CORPS SKILLS ASSESSMENT

In order for us to better gauge our volunteers' skills we ask that you fill out this skills assessment. Please circle between 0 through 5 your assessment on what you think your skill level is for the skills listed using the following:

0: no training whatsoever; 1: minimal experience and/or training; 2: some experience and/or training; 3: comfortable doing the task but not fully confident; 4: fully confident in performing the task due to training and experience; 5: well trained, confident and able to train others.

FIRST RESPONDER MEDICAL:

Basic First Aid	0	1	2	3	4	5
CPR	0	1	2	3	4	5
Triage	0	1	2	3	4	5
Vital Signs	0	1	2	3	4	5
Burns	0	1	2	3	4	5
Disaster Mental Health	0	1	2	3	4	5

HOSPITAL/ALTERNATE CARE SITE MEDICAL: *Only for licensed health care professionals*

Immunizations	0	1	2	3	4	5
Respiratory Therapy	0	1	2	3	4	5
Cardio Vascular	0	1	2	3	4	5
Pediatrics	0	1	2	3	4	5
Geriatrics	0	1	2	3	4	5
Wound Care	0	1	2	3	4	5
IV Therapy	0	1	2	3	4	5
Communicable Diseases	0	1	2	3	4	5
Pain Management	0	1	2	3	4	5

ORGANIZATION/SUPPORT list skills:



WHATCOM COUNTY EMERGENCY MEDICAL SERVICES

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MEDICAL RESERVE CORPS TRAINING RECORD		
Course Recommendations	Hours	Date Completed
MRC Orientation/Meetings		
FEMA IS 100 Online Training		
FEMA IS 700 Online Training		
Universal Precautions/Blood Borne Pathogens		
Psychological First Aid MRC Online Training		
CPR/AED Training and Certification		
Narcan Training		
Stop the Bleed Training		
Other:		

EMERGENCY WORKER REGISTRATION CARD								
Jurisdiction: Whatcom County				IssueDate:	Registration Number:			
Name (Last):	Name (First):		M.I.:	PHOTO				
E-Mail Address:								
Mailing Address:								
Driver's License No:	Date of Birth:	Sex (M-F):						
Height:	Weight:	Color Eyes:	Color Hair:					
Physical Disabilities (if any):		Medical Specialty/Title:						
Home Phone:		Cell:	Work Phone:			In case of emergency - Please Notify:		
I certify that the information on this card is true and correct to my best knowledge and belief.								
Emergency Worker Signature:			Date of Signature:	Name:				
Emergency Worker Assignment (WAC-118-04-110):				Telephone Number with Area Code:				
Authorizing Signature:	Local Jurisdiction: WCSO/DEM		Date of Signature:	Relation to	Emergency worker:			

EMD-024

State of Washington Emergency Worker Program Authority Reminder:

Whatcom County Sheriff's Office Division of Emergency Management registers Volunteer Emergency Workers in accordance with the Washington Administrative Code (WAC), Military Department (Emergency Management) Title 118, Emergency Worker Program Chapter 118-04; and the Revised Code of Washington (RCW), Militia and Military Affairs Title 38, Emergency Management Chapter 38.52. The complete WAC and RCW can be found online at, <http://apps.leg.wa.gov/wac/> and <http://apps.leg.wa.gov/rcw/>. Below, highlighted for your review, is WAC 118-04-200 Personal Responsibilities of Emergency Workers.

WAC 118-04-200

Personal Responsibilities of Emergency Workers

(1) Emergency workers shall be responsible to certify to the authorized officials registering them and using their services that they are aware of and will comply with all applicable responsibilities and requirements set forth in these rules.

(a) Emergency workers have the responsibility to notify the on-scene authorized official if they have been using any medical prescription or other drug that has the potential to render them impaired, unfit, or unable to carry out their emergency assignment.

(b) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of or while using narcotics or any illegal controlled substance is prohibited.

(c) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of alcohol is prohibited.

(d) Emergency workers participating in any mission, training event, or other authorized activity shall possess a valid operator's license if they are assigned to operate vehicles, vessels, or aircraft during the mission unless specifically directed otherwise by an authorized official in accordance with RCW 38.52.180. All emergency workers driving vehicles to or from a mission must possess a valid driver's license and required insurance.

(e) Use of private vehicles, vessels, boats, or aircraft by emergency workers in any mission, training event, or other authorized activity without liability insurance required by chapter 46.29 RCW is prohibited unless specifically directed otherwise by an authorized official in accordance with RCW 38.52.180.

(f) Emergency workers shall adhere to all applicable traffic regulations during any mission, training event, or other authorized activity. This provision does not apply to individuals who have completed the emergency vehicle operator course or the emergency vehicle accident prevention course and who are duly authorized under state law to use special driving skills and equipment and who do so at the direction of an authorized official.

(2) Emergency workers have the responsibility to comply with all other requirements as determined by the authorized official using their services.

(3) When reporting to the scene, emergency workers have the responsibility to inform the on-scene authorized official whether they are mentally and physically fit for their assigned duties. Emergency workers reporting as not fit for currently assigned duties may request a less demanding assignment that is appropriate to their current capabilities.

(4) Emergency workers have the responsibility to check in with the appropriate on-scene official and to complete all required recordkeeping and reporting.