

 Western Wisconsin Healthcare Emergency Readiness Coalition

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| Name of the Position: Health Care Coalition WISCOM SME |
| Location of the Activities: WWHERC Region 4 |

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| **Scope of Work Statement** |

The SME will be responsible for the WISCOM radio usage and operations for medical and emergency personnel in the Western Healthcare Emergency Readiness Coalition (HERC). This subject matter expert will maintain regular communications with the Wester HERC Coordinator regarding project progress and any potential issues that may be encountered. The SME provides monthly reports upon submitted an invoice for payment.

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| **Expectations** |

1. **Skills and Abilities Needed**
2. Ability to develop and enhance training materials.
3. Ability to deliver training and gauge effectiveness.
4. A good understanding of radio communications protocols.
5. Experience with project management methods.
6. Understanding of regional public safety communications.
7. Familiar with pre-hospital and hospital / Emergency Department communications used within the assigned Healthcare Coalition, at the end user level.
8. Working knowledge of WISCOM, equipment, protocols, and talk groups.
9. Ability to travel within the assigned Healthcare Coalition, flexible hours and times.
10. Knowledge of Wisconsin hospitals and healthcare system and EMS organizations in the assigned Healthcare Coalition, plus engagement of the Coalition.
11. **Meeting participation**
    1. Participates (in-person or remotely) in at least 85% of regional coalition meetings.
12. **Deliverables**
    1. Interact and maintain a relationship with regional hospitals, Healthcare Coalitions, Regional Trauma Advisory Councils, and Regional Interoperability Coordinator.
    2. Develop, facilitate and deliver initial and on-going WISCOM training on site to identified hospital staff.
    3. Work with the HERC Coordinator and individual hospitals to conduct train the trainer sessions and to develop WISCOM champions in each hospital. Provide timely reports to the coordinator on progress and issues.
    4. Maintain dialog with Healthcare Coalition Program Coordinator to track any trends or issues regarding WISCOM operation or use within the assigned Healthcare Coalition.
    5. As appropriate, work with EMS ground services and air medical to promote WISCOM and to assist with pre - hospital WISCOM training.
    6. Assist HERC Coordinator in planning and conducting HERC WISCOM roll call drills.
    7. Maintain contact with hospitals and their champions, in the assigned Healthcare Coalition, as the first point of contact regarding WISCOM questions and issues.
13. **Exercises and drills**
    1. Conducts monthly WISCOM communication checks with all hospitals to ensure systems are in good working order.
    2. Participate in tabletop/guided discussion with coalition partners regarding regional response to a mass casualty incident as scheduled by the Region 4 HCC. Identify planning gaps and training needs.
    3. Provides technical assistance to the regional exercise design teams, as requested.
14. **Emergency Response**
    1. Provides technical guidance / recommendation to the Region 4 HCC when responding to an emergency situation that warrants the HCC to activate its response plan. Participates either in-person or remotely as the situation allows.
15. **Compensation & Contract Considerations**
    1. Compensation for this position is $7,200 per fiscal year.
    2. Fiscal year is defined as July 1 to June 30 of each year.
    3. Contracts is renewable each fiscal year based on performance for the next 5 years.
    4. The contract is between the SME and the Executive Board of the Western Wisconsin Healthcare Emergency Readiness Coalition.
    5. This is not a full-time position.
16. **Submission**
    1. Submit resumes to [loren.klemp@gmail.com](mailto:loren.klemp@gmail.com), faxed resumes will not be accepted.
    2. All resumes must be submitted before 4:00pm, October 21, 2022.
    3. Late submissions will not be accepted.