

Multnomah County Health Department
Business Continuity Business Analysis Tool

BC Business Analysis Tool

Date:7/25/06
Rev date: 7/11/07
2nd rev: 11/07
3rd rev: 6-09
Name: Amit Shah
Extension #: 25868

Program Area: Medical Director Priority: Immediately Critical

<p>Activities/Services</p> <ol style="list-style-type: none"> 1. Medical authority and direction 2. Clinical supervision of medical providers 3. External communications relevant to medical direction 4. Internal communications relevant to medical direction 	<p>Chain of Command (as of 6/1/09)</p> <p>Medical Director (Amit Shah) Asst Medical Director (Peter Hatcher) Corrections Health Medical Director (Jim Bane) HIV Medical Director (Mike MacVeigh) WSHC CLP (Patsy Kullberg) MCHC CLP (Wayne Englander) ECHC CLP (Amy Henninger) NEHC CLP (Lisa Sprague) NPHC CLP (Joe Black)</p>
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<u>People</u>			<u>Process</u>		
Current Practice	≤ 3 days Plan A	> 3 days Plan B	Current Practice	≤ 3days Plan A	> 3days Plan B
1. Medical Director, 2 Asst Medical Director and 3 specialty medical directors, 4 Clinic Lead Providers	All	All	PLT, PCLT, CLPs, meet monthly with HCM and Director of Operations to set clinical policy, and develop and	First in command not involved in incident management is responsible for all aspects of clinical	Same as Plan A

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			implement clinical procedures, and manage clinical QI. Liaison with admin through SLICS and other admin mtgs	direction, delegates appropriately, liaisons with Business Continuity Admin and Incident Command and calls meetings, as needed.	
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Program Area: Medical Direction Priority: Immediately Critical

<p>Activities/Services</p> <ol style="list-style-type: none"> 1. Medical authority and direction 2. Clinical supervision of medical providers 3. External communications relevant to medical direction 4. Internal communications relevant to medical direction

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<u>Facilities</u>			<u>Technology/Equipment</u>		
Current Practice	≤ 3 days Plan A	> 3 days Plan B	Current Practice	≤ 3 days Plan A	> 3 days Plan B
1. Meetings in various locations within department and at external agencies	Meetings, when necessary, will take place in any convenient and accessible location	Same as Plan A	Cell phones, land lines, email, internet connection for technical resources	Same, as available and functioning	Same as Plan A
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Program Area: Medical Direction Priority: Immediately Critical

<p>Activities/Services</p> <ol style="list-style-type: none"> 1. Medical authority and direction 2. Clinical supervision of medical providers 3. External communications relevant to medical direction 4. Internal communications relevant to medical direction

<u>Communication</u>

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<u>staff & client</u>		
Current Practice	≤ 3 days Plan B	> 3 days Plan A
1. Face to face via med dirs, CLPs, site-based mgt, email, mint	Face-to-face, cell phone, email, mint, call-down trees, as available and functioning	Same as Plan A
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1) Date: _____ Reviewed and updated plan. _____
Manager's signature

2) Date: _____ Reviewed plan with staff. _____
Manager's signature

3) Date: _____ Reviewed plan with substitute staff. _____
Manager's signature

4) Date: _____ Reviewed plan with a relevant stakeholders (i.e. vendors, contractors, & community reps.).

Manager's signature