

This checklist is designed to be used by members of the Disaster Volunteer Management Team (DVMT) tasked with Staff Health.

Time frame	Task	Assigned to	Done
<p>Planning</p>	<p>Review the DSHR files for all chapter DSHR members to verify that the Health Status Record (HSR) is up to date:</p> <ul style="list-style-type: none"> • Required for new members • Updated yearly • Notify members whose HSR has expired to update 		
	<p>Review HSR:</p> <ul style="list-style-type: none"> • Completely and correctly filled out • Use the medical guidelines: <ul style="list-style-type: none"> ○ https://crossnet.redcross.org/chapters/connections/disaster/2006-028.pdf • Use the Physical Capacity Grid • Maintain confidentiality • Apply hardship codes, if appropriate • Complete the HSR Review Summary Sheet <ul style="list-style-type: none"> ○ https://crossnet.redcross.org/office/forms/disaster_health_status_record_summary.doc • Update Member's DSHR Record <ul style="list-style-type: none"> ○ Update Date of Expiration ○ Update Hardship Codes, if applicable ○ Update Restrictions, if applicable • Ensure written notification, including: <ul style="list-style-type: none"> ○ Hardship codes ○ Contact information for Chapter Health Reviewer and Service Area Staff Health Consultant • Other considerations: <ul style="list-style-type: none"> ○ Medical waivers for baseline criteria ○ Americans with Disabilities Act (ADA) ○ Restricted Disability • Place HSR in a locked file 		
<p>Activation</p>	<p>Review Pre-Assignment Health Questionnaires:</p> <ul style="list-style-type: none"> • For anyone without an updated HSR <ul style="list-style-type: none"> ○ Member must complete new HSR prior to PAHQ ○ https://crossnet.redcross.org/forms/disaster_health_status_record.pdf • For any yes answers <ul style="list-style-type: none"> ○ https://crossnet.redcross.org/forms/disaster_pre-assignment_health_questionnaire.pdf • For any yes answers <ul style="list-style-type: none"> ○ https://crossnet.redcross.org/forms/disaster_dro_pre-assign_questionnaire.pdf 		
<p>Additional Information</p>	<ul style="list-style-type: none"> • Possess a current, unencumbered RN or physician's license • Exhibit strong clinical judgment • Clear understanding of the medical guidelines, Physical Capacity Grid, and Hardship Codes • Able to ensure confidentiality 		