

Checklist for Starting and Developing a Kansas MRC Unit

- Determine the purpose and scope of your Medical Reserve Corps (MRC) unit
 - a. Determine the area your MRC unit will serve
 - b. Conduct a needs assessment
 - c. Develop a mission statement
 - d. Determine objectives
 - e. Establish local partnerships
 - f. Register your MRC unit on the MRC website at <http://www.medicalreservecorps.gov/StartMRC>
- Determine the financial needs of your MRC unit and identify potential funding sources for your unit
- Determine organizational structure and unit composition
 - a. Ensure your MRC unit's organizational structure supports and facilitates your MRC unit's mission
 - b. Ensure your MRC unit composition is consistent with your unit's purpose(s), e.g., mental health specialists if your mission is grief counseling; physicians, nurses, and other clinicians if your purpose is supplementing medical surge capacity; etc.
- Develop procedures for volunteer recruitment and selection
 - a. Determine positions to be filled and identify required specialties
 - b. Develop recruiting and marketing materials
 - c. Develop and implement recruiting events and activities
 - d. Coordinate recruiting efforts with those of other area volunteer agencies, particularly those that utilize medical personnel (i.e., the American Red Cross)
 - e. Develop application materials
- Develop policies and procedures for volunteer screening and selection
 - a. Develop a screening process that includes:
 - i. Application review
 - ii. Interview
 - iii. Reference check
 - iv. Background check (if necessary)
 - v. License verification (if necessary)
 - vi. Documentation of the screening process
 - b. Ensure consistent policies and procedures are followed throughout the volunteer screening and selection process
- Develop a volunteer training program
 - a. Consider including basic (required) and advanced courses in the training program, such as (the basic NIMS course), as part of their training curriculum:
 - i. Orientation to MRC unit
 - ii. ICS-100, *Basic ICS* (required by OCVMRC and KS MRC)
 - iii. IS-700, *NIMS, An Introduction* (required by OCVMRC and KS MRC)
 - iv. IS-22, *Personal and Family Preparedness* (required by KS MRC)
 - v. First Aid/CPR
 - vi. Bloodborne Pathogens/Universal Precautions
 - b. Determine other training courses that might be appropriate and beneficial for volunteers based on the MRC unit's roles and responsibilities and MRC volunteers' specific job responsibilities
 - c. Consider including MRC Core Competencies in training program
 - d. Consider utilizing MRC-TRAIN and/or KS-TRAIN to deliver and track training courses

- e. Consider developing plans and procedures for just-in-time training
- f. Include exercises in MRC unit training programs
- g. Maintain training records for all MRC unit members
- ❑ Develop policies and procedures for the use of MRC volunteers in an emergency
 - a. Determine the MRC unit's capabilities to address the community's needs and challenges (as identified through a needs assessment and coordination with the MRC unit's response partners)
 - b. Develop activation and deactivation procedures, and determine who (or which organizations) may request activation of the MRC unit
 - c. Develop policies and procedures associated with out-of-area volunteer deployments
 - d. Ensure policies and procedures associated with emergency operations are detailed in the MRC unit's handbook, manual, operations plan, etc.
 - e. Ensure MRC volunteers have access to mental health counseling during and/or following emergency operations, if necessary
- ❑ Determine how your MRC unit can support the community's ongoing public health and medical needs (e.g., public education, health screenings, etc.)
 - a. Consult local hospitals, public health agencies, other healthcare institutions and NGOs for ways in which your MRC unit can provide assistance to the community's ongoing public health and medical efforts
 - b. Ensure MRC volunteers' participation in these efforts is properly documented and recognized
- ❑ Develop policies and procedures for unit administration
 - a. Establish a system for tracking and managing volunteers (e.g., the Kansas System for Early Registration of Volunteers [K-SERV] is an online tool for volunteer management)
 - b. Develop ID cards for unit members and determine their use
 - c. Establish policies and procedures for the administration of unit finances
 - d. Develop an MRC unit handbook, manual, or plan
 - e. Develop MRC leadership transition policies
- ❑ Develop and implement strategies for volunteer retention
 - a. Provide leadership opportunities for volunteers
 - b. Provide initial and continuing training opportunities for volunteers
 - c. Ensure volunteers are provided a stake (buy-in) in the development of the MRC unit, through the development of policies and procedures; leadership roles and responsibilities; and listening to and acting on their thoughts, concerns, and questions
 - d. Provide volunteers with unit positions and assignments (both emergency and non-emergency) consistent with their interests and skills
 - e. Ensure volunteers are engaged between emergencies (i.e., in meetings, exercises, or special events)
 - f. Establish a volunteer recognition and awards program
- ❑ Develop and implement an evaluation program
 - a. Establish objectives and plans for their achievement, along with a timeline, and institute a review process to determine progress in these particular areas
 - b. Track volunteer statistics to concretely demonstrate program accomplishments
 - c. Communicate the results of your evaluation program to illustrate your MRC unit's effectiveness
 - d. Update the MRC unit profile at least quarterly