



## **Position: Medical Coordinator**

### **Reports to: Vice President of Operations**

The Medical Coordinator, with a team of volunteer nurses, over sees the process of medically screening and preparing the Vets and Guardians for each flight, with safety and comfort of the Vets as a primary goal.

### **Requirements:**

Attend all meetings of Management Team

Participate in discussions, votes, and planning of events with Management Team

### **Duties:**

- Keep current list and contact information of all Medical Volunteers
- Keep current list and contact information of all medical volunteers who wish to fly as a Flight Medic
- Review and revise and maintain all Medical paperwork and forms, with input from Medical Director.
- Review all applications of Vets with significant medical problems, and make decisions about Vet priority, and eligibility, with input from Medical Director, if needed.
- Monitor and responds to any questions on the medical email account for Villages Honor Flight

### **Flight Preparations**

- Organize Medical Volunteers for Pre-Flight Screening of Vets, to include an initial phone call to update information, and VS screening and mobility observation at pre-flight #1 and #2

- Participate in Vet Matching process with Vet Coordinator, Guardian Coordinator, and MXO
- Collect and review all completed medical forms from vets.
- Maintain accurate medical database of vets on each mission, updating and correcting as information changes, sharing these changes with flight staff.
- Identify unexpected or ongoing medical issues with Vets, and assign a Fit 2 Fly form to be completed by Vet's physician
- Identify specific medical issues that might impact flight day (i.e. oxygen use, seizure hx, insulin use, incontinence, mobility problems, etc) and organize a plan to manage these.
- Identify those Vets that will need to be more closely observed on the trip, and notify Pre flight Coordinator so the ID packets can be labeled with a small "Red Heart" sticker
- Assign and collect all paperwork and forms from Vet's physician, including letters for syringes and oxygen letters, and physician orders, to comply with FAA standards
- Notify MXO of need to order O2 tanks and number needed for the time on the ground in Washington
- Help MXO define final mobility ratings, for better bus loading
- Work with Guardian Medical Coordinator to screen Guardians, collect Fit 2 Fly forms, and evaluate suitability of Guardians
- Choose the Flight Medics for each mission, with input from the Flight Medical Coordinator
- Compile all information from screenings and observations and present it to the FD, MXO, and Squad Leaders after each pre-flight meeting.
- Discuss the Vets needs for safety and comfort at pre-flight 1 with guardians and staff. Present ideas to help Guardians discuss safety and comfort issues with the Vets and their significant others
- Discuss the specific duties of Flight Day with the Flight Medical Team and prepare them to be observant and proactive for safety on Flight Day

### **Flight Day ( Flight Medic )**

- Organize and carry along all medical forms for Vets, Guardians, and staff, in case of emergency

- Begin Flight Day with a quick assessment of the most fragile vets, or those with more critical problems, or those that need more monitoring ( Red Heart )
- Help Vets board and exit the bus, either at wheelchair lift or bottom of stairs
- Help distribute breakfast, water, dinners, see that vets have what they need to take any meds, and plan bathroom breaks before boarding the plane or bus
- Assist Vets in boarding and exiting the plane, the less mobile Vets, sit in the front seats, and board first and get off last after wheelchairs are delivered
- Follow first aid guidelines, assist in bathroom breaks if needed, circulate around Memorials, observing for necessary intervention
- Follow Emergency Guideline Protocol

**Qualifications:**

Should be a nurse, to better understand medical conditions, and have good organizational skills.