



Guidelines for the Florida Medical Reserve Corps Network

The following are guidelines for local Medical Reserve Corps sites in Florida. The guidelines include federal recommendations and reflect the Florida program strategic priorities. This document is intended as a reference for building a local program.

Planning Strategically

- All MRC sites should have a Mission Statement that clearly states what they are and what they do.
- An Action Plan is required of all MRC sites that guides their annual activities. An action plan includes goals, and objectives that are measurable and reflect the Florida MRC Network Strategic Plan priorities—recruiting volunteers, training volunteers, verifying healthcare licenses and evaluating effectiveness of the site.
- Each objective should include the action steps necessary for achieving the objective, a time frame for completing the steps, and evaluation strategies to measure your efforts.
- Local MRC site plans should assist the state effort in achieving the Florida Medical Reserve Corps Strategic Plan for 2007 – 2010.

Recruiting and Maintaining a Volunteer Cadre

- Determine a target goal of new volunteers that will be recruited within the fiscal year. Identify strategies and activities for increasing volunteer counts, targeting recruitment efforts, and developing strategies to retain volunteers. Include these details in the annual action plan.
- Maintain the total number of volunteers by health care profession and other support volunteers.
- Procedures should be in place for volunteer screening and selection, including an application, interview process for potential volunteers, volunteer reference checks, and credentialing. The coordinator should determine which volunteers should complete the Chapter 110 volunteer application.
- Background checks should be completed based upon the role/responsibilities of the volunteer.
- MRC sites must utilize the Florida Emergency Health Volunteer Registry as the volunteer management tool for volunteer counts, verifying licenses, and maintaining completed training by volunteer.

Training Volunteers

- Volunteers are required to complete ICS 100, NIMS 700 and a general orientation.
- Minimum training includes an overview of MRC core competencies and an overview of Department of Health rules and regulations regarding all hazards ESF-8 Health and Medical responsibilities.
- It is recommended that MRC sites participate in local exercises/drills annually to maintain essential skills in emergency response.

Maintaining Partnerships / Relationships

- MRC site coordinators should work with other volunteer health care professional/emergency preparedness entities in determining and meeting community needs.
- New partnerships, that fulfill an unmet need for an all-hazard response, should be included in the annual action plan.

Managing a Local MRC Site

- MRC site coordinator and/or a designated representative shall attend monthly conference calls.
- Two face-to-face meetings with MRC site coordinators and/or designated representative will be conducted during the fiscal year. Participation is encouraged and based on funding and travel restrictions.
- As travel funds and guidelines allow, the MRC site coordinator should attend national and regional MRC meetings.
- Sample volunteer job descriptions should be available as a reference for volunteers on their roles during planned activities.
- MRC Coordinators are required to update their site profile on the National MRC website at www.medicalreservecorps.gov during the last week of each quarter.
- Local MRC sites must have a detailed budget utilizing the Budget Proposal Spending Plan Template. Expenditures should relate to strategic priorities – Collaboration, Operations and Management, Recruitment, Strategic Planning, and Training.
- MRC Coordinators are required to submit semi-annual progress reports (January 30, 2009 and May 1, 2009) and provide an update on the following: recruitment, training, evaluation of activities and spending allocated funds. Failure to do so may result in the lack of future funding.
- A final report on all strategic plan activities is due within sixty days following the end of the funding period. Failure to do so may result in the lack of future funding.
- The Florida Department of Health will review the progress of the MRC sites toward meeting direct spending, programmatic, and reporting requirements.
- MRC coordinators, using the Registry, should know deployment availability of all volunteers—local deployment, in-state deployment or federal deployment.