**RAPID RESPONSE MEDICAL TEAM LEADER**

**Mission:** Assigned team to respond to a code or critical medical situation with the TMTS or designated areas.

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| Date: Start: End: Position Assigned to: Initial: **Position Reports to:** **Charge Nurse** Signature: TMTS Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: Fax: Other Contact Info: Radio Title:  |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive assignment and briefing from the Charge Nurse. Obtain packet containing the Rapid Response Medical Team Leader Job Action Sheet. |  |  |
| Read entire Job Action Sheet and review the organizational chart. Put on position identification vest (if provided).  |  |  |
| Collaborate with Chief Nurse, Charge Nurse, and Team Leaders to confirm proper method of communication to contact the Rapid Response Team (RRT) if needed. |  |  |
| Receive assigned radio and established two-way communications with the Communications Unit Leader. Receive just-in-time training for the radio if needed. |  |  |
| Brief team members on current situation and incident objectives. |  |  |
| Ensure all RRT staff are provided just-in-time training on equipment and procedures as needed. |  |  |
| Ensure sufficient equipment, staffing, and resources are provided for the RRT. |  |  |
| Coordinate and forward requests for supplies to the Logistic Section Chief. |  |  |
| Document all key activities, actions, and decisions in and Operational Log (HICS Form 214) on a continual basis. |  |  |
| Document all communications (internal and external) on and Incident Message Form (HICS Form 213) and provide a copy to the Planning Chief/MST. |  |  |
| Participate in briefings and meetings as requested. |  |  |
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| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
| Advise the Charge Nurse of any operational issues you are not able to correct or resolve. |  |  |
| Meet regularly with Medical Operations Section Unit Leaders for status reports. |  |  |
| Report equipment and supply needs to the Logistic Section Chief. |  |  |
| Upon shift change, brief your replacement on the situation, ongoing operations, issues and other relevant incident information. |  |  |
| Ensure communications is maintained and established with all Unit Leaders and Section Chiefs. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Advise the Medical Operations Chief/Chief Nurse of any operational issues you are not able to correct or resolve. |  |  |
| Meet regularly with Medical Operations Section Unit Leaders for status reports. |  |  |
| Report equipment and supply needs to the Logistics Chief. |  |  |
| Upon shift change, brief your replacement on the situation, ongoing operations, issues and other relevant incident information. |  |  |
| Ensure communications is maintained and established with all Unit Leaders and Section Chiefs. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor Unit staff’s ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, and rest. |  |  |
| Continue to document actions and decisions on the HICS Form 214 at assigned intervals as needed. |  |  |
| Continue to provide Medical Operations Chief/Chief Nurse with situational updates and relay any situational updates to the RRT as provided |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Upon deactivation of your position, brief the Medical Operations Chief/Chief Nurse, as appropriate, on current problems, outstanding issues, and follow-up requirements.  |  |  |
| Upon deactivation of your positions, ensure all documentation and HICS Forms are submitted to the Planning Section Chief/MST. |  |  |
| Submit comments to an after action report. |  |  |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| HICS Form 207 – Incident Management Team ChartHICS Form 213 – Incident Message FormHICS Form 214 – Operational LogTMTS organization chartTMTS telephone directoryRadio/satellite phone – phone numbers and radio assignmentsLocal resources |