

RAPID RESPONSE MEDICAL TEAM LEADER

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

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
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.		

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
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
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
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
<input type="checkbox"/> HICS Form 207 – Incident Management Team Chart <input type="checkbox"/> HICS Form 213 – Incident Message Form <input type="checkbox"/> HICS Form 214 – Operational Log <input type="checkbox"/> TMTS organization chart <input type="checkbox"/> TMTS telephone directory <input type="checkbox"/> Radio/satellite phone – phone numbers and radio assignments <input type="checkbox"/> Local resources