**TRIAGE TEAM LEADER**

**Mission:** Oversee and coordinate the primary triage area. Ensuring the prioritization of acuity is executed in a systematic manner.

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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 Triage Unit Leader Job Action Sheet. |  |  |
| Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided). |  |  |
| Receive assigned radio and establish communications with the Communication Unit Leader. Receive just-in-time training for the radio if needed. |  |  |
| Brief team members on current situation and incident objectives. |  |  |
| Ensure that proper equipment, staffing, and resources are in the triage areas. |  |  |
| Ensure that all triage staff is provided just-in-time training on equipment and procedures as needed. |  |  |
| Ensure that a scribe has been assigned to the triage area to update and maintain all documentation, including patient tracking. |  |  |
| Coordinate with Patient Tracking Unit Leader to ensure that all patients are being properly identified, prioritized, and tracked to the designated treatment area assigned. |  |  |
| Assess problem and treatment needs in assigned triage area; coordinate the team assigned to the triage area to meet needs. |  |  |
| Coordinate and forward requests for supply and equipment needs to the Logistic Section Chief. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213) and provide a copy to the Planning Chief/MST. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Participate in briefings and meetings as requested. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Ensure patient documentation is being prepared correctly and collected. |  |  |
| Ensure triage is being prioritized effectively when austere conditions are implemented. |  |  |
| Advise Charge Nurse immediately of any operational issue you are not able to correct or resolve. |  |  |
| Meet regularly with Triage Unit for status reports and relay important information to the Charge Nurse. |  |  |
| Continue to report equipment and supply needs to Logistic Section Chief. |  |  |
| Ensure staff health and safety issues are being addressed; resolve with Charge Nurse when appropriate. |  |  |
| Assess environmental service needs in the triage area; contact Environmental Service Unit Leader when appropriate. |  |  |
| Upon shift change, brief your replacement on the situation, ongoing operations, issues and other relevant incident information. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor Triage 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. |  |  |
| Rotate triage staff on a regular basis. |  |  |
| Continue to document actions and decisions on the HICS Forms at assigned intervals and as needed. |  |  |
| Continue to provide the Charge Nurse with situation updates. |  |  |
| Continue to provide staff with situation updates and revised patient care practice standards. |  |  |
| 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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| Upon deactivation of your position, brief the Charge Nurse on current problems, outstanding issues, and follow-up requirements. |  |  |
| Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Planning Section Chief. |  |  |
| Ensure return/retrieval of equipment and supplies. |  |  |
| Submit comments to the 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 Chart  HICS Form 213 Incident Message Form  HICS Form 214 Operational Log  TMTS organization chart  TMTS telephone directory  Radio/satellite phone – phone numbers and radio assignments  Local resources |