

TRIAGE TEAM LEADER

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

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 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
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.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
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
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
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
<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