**Rapid Response Team Leader**

**Mission:** Assigned team to respond to a code or critical medical situation within a designated area.

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| Date: Start: End: Position Assigned to: **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 Medical Ops/Chief 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 the Medical Director, Medical Ops/Chief 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. |  |  |
| Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.  |  |  |
| 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 Logistics Chief. |  |  |
| Document all key activities, actions, and decisions in and 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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| Advise Medical Ops/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. |  |  |
| Continue to adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.  |  |  |
| 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. |  |  |

| **End of shift/Demobilization/System Recovery** | **Time** | **Initial** |
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| Ensure return/retrieval of equipment and supplies. Provide proper documentation of items for resupply to appointed Logistics staff. |  |  |
| Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines during the demobilization phase.  |  |  |
| Upon deactivation of your position, brief Medical Ops/Chief Nurse on current problems, outstanding issues, and follow-up requirements.  |  |  |
| Submit comments to an after action report. |  |  |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |