

## Rapid Response Team Leader

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

Date: _____ Start: _____ End: _____ Position Assigned to: _____	
<b>Position Reports to: Charge Nurse</b>	Signature: _____
TMTS Location: _____	Telephone: _____
Fax: _____	Other Contact Info: _____ Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
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.		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
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.		

<b>End of shift/Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
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.		