**Medical Team Leader**

**Mission:** Coordinates and collaborates with specific health care professionals to Provide patient care in a specific treatment 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 Team Leader Job Action Sheet. |  |  |
| Read 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 sufficient equipment, staffing, and resources are in patient treatment area. |  |  |
| Ensure that a scribe has been designated to your patient treatment area for updating and maintaining documentation. |  |  |
| Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines. |  |  |
| Ensure all staff are provided just-in-time training on equipment and procedures, as needed. |  |  |
| Collaborate with Medical Director and Medical Ops  Chief/Chief Nurse to confirm standard of care and standing orders. |  |  |
| Assess problems and treatment needs in assigned treatment area; coordinate the team assigned to the treatment area to meet needs. |  |  |
| Coordinate and forward requests for personnel and supplies to Logistics. |  |  |
| 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. |  |  |
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| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Ensure patient records are being prepared correctly and collected. |  |  |
| Ensure patient care is being prioritized effectively when austere conditions are implemented. |  |  |
| Continue to adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines. |  |  |
| Ensure your physical readiness through proper nutrition, water  intake, and rest. |  |  |
| Ensure staff in your designated area is physically ready through proper nutrition, water intake, and rest. |  |  |
| Establish a schedule for staff breaks. |  |  |
| Advise the Medical Ops/Chief Nurse immediately of any operational issue you are not able to correct or resolve. |  |  |
| Meet regularly with Unit staff for status reports, and relay important information to the Medical Ops/Chief Nurse. |  |  |
| Assess environmental services needs in patient care areas; contact Logistics Section Chief when appropriate. |  |  |
| Report equipment needs to Logistics Section Chief. |  |  |
| Ensure staff health and safety issues are being addressed; resolve with Medical Ops/Chief Nurse when appropriate. |  |  |
| Upon shift change, brief your replacement on the situation, ongoing operations, issues and other relevant incident information. |  |  |
| Ensure a safe environment for the staff and patients. |  |  |

| **End of shift/Demobilization/System Recovery** | **Time** | **Initial** |
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| Upon deactivation of your position, brief Medical Ops/Chief Nurse as appropriate, on current problems, outstanding issues, and follow-up requirements. |  |  |
| Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines during the demobilization phase. |  |  |
| Upon deactivation of your position, ensure all documentation and HICS Forms are submitted to Planning 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. |  |  |