

Medical Team Leader

Mission: Coordinates and collaborates with specific health care professionals to Provide patient care in a specific treatment area.

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
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.		

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