

UTMB RESPIRATORY CARE SERVICES GUIDELINES –Team Leader Shift Report	Policy 7.1.7 Page 1 of 1
Team Leader Shift Report <div style="text-align: right;">Formulated: 03/79</div>	Effective: 06/01/97 Revised: 01/31/12 Reviewed: 10/04/17

Team Leader’s Shift Report

Purpose To assure total and accurate reports between shift leaders of current patient and departmental status.

Audience All Respiratory Care Services employees.

Scope Respiratory Care Services provides continuity of services by direct communication between team leaders regarding pertinent information. Report covers all functions of the Respiratory Care Services Department to include, but is not limited to the following guidelines:

- Guidelines**
- Total number of ventilators in use
 - Total patient census (critical and primary care areas)
 - Procedure counts (critical and primary care areas)
 - Total number of students and/or orientees as well as their assigned areas
 - Locations and outcomes of all codes and Rapid Responses
 - Personnel report (to include number of employees, call-ins, and overtime hours)
 - Equipment and supply needs
 - Clinical incidents or special procedures
 - Other pertinent comments

At the end of each shift, team leaders will fill out a shift summary and will forward it to the program manager.
