

<b>UTMB RESPIRATORY CARE SERVICES GUIDELINES –Team Leader Shift Report</b>	Policy 7.1.7 Page 1 of 1
<b>Team Leader Shift Report</b>  Formulated: 03/79	<b>Effective: 06/01/97</b> <b>Revised: 01/31/12</b> <b>Reviewed 07/27/18</b>

## Team Leader’s Shift Report

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

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**Audience** All Respiratory Care Services employees.

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**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:

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**Guidelines**

- 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
- Code Carts Updated / Re-stocked
- ABG machine troubleshooting and other issues
- Number of Intubations, Extubations and Transports
- 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.

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