

SOP Title	Role of the team leader in the Emergency dept.		
SOP Number			
Version Number	V1		
Effective Date	18/5/2020		
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Approval date	16/5/2020		
Distribution			
Location	Accident and Emergency dept Calderdale & Huddersfield NHS Trust		

Document Control				
Version	Date	Author	Status	Comments
V1	16/5/2020	Chloe Gough		

SOP Objectives	To co-ordinate an area of the Emergency dept optimising patient flow, supervising patient care and escalating areas of concerns to Nurse in charge.
Scope	
Performance Measures	Regular review and development of the role to meet department and patient needs.
Related Documents	

Work Instruction -		
No.	Action	Responsibility
1	Maintain patient safety.	Team Leader
2	Co – ordinate either green or red area making sure all patients are seen in a timely manner. Ensure plans are made to assist in meeting the Emergency Care standards. Support named nurses to do this where appropriate.	Team Leader
3	Escalates all delays in patient care to the Nurse in charge.	Team Leader
4	Escalates any problems or concerns to the Nurse in charge.	Team Leader
5	Ensure Firstnet is kept up to date at all times including all applicable icons actioned and completed as appropriate. Eg ECG, Speciality ref.	Team Leader
6	Maintain staff welfare in the team making sure breaks are actioned, escalate any concerns to Nurse in charge.	Team Leader
7	Receive referrals from other areas in the dept with courtesy and professionalism.	Team Leader
8	Encourage and support named Nurse to handover patients to receiving wards.	Team Leader
9	Make sure area is clean and tidy, ensuring checks within your area have been completed.	Team Leader
10	Ensure there are no unnecessary delays in patient care and patients are ready for admission as soon as bed becomes available.	Team Leader