

UAMS MEDICAL CENTER TRAUMA SERVICES MANUAL

SUBJECT: Trauma Team Roles and Responsibilities

REVIEWED: New

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RECOMMENDATION(S): Dr. Ron Robertson

APPROVAL: 07/01/2015

CONCURRENCE(S): Dr. Rawle Seupaul

Reviewed: 12/2018

EFFECTIVE: 07/01/2015

PURPOSE

To define and describe the roles of each trauma team member in order to promote an organized and systematic delivery of care to each patient.

The following trauma roles and responsibilities, suggestions are to assist with care and the management of the trauma patient. Each individual incident will dictate various approaches to the care of the Trauma patient. The resources of the facility, personnel and needs of the patient may dictate which guidelines are appropriate to best manage the care of the trauma patient in each circumstance.

DEFINITIONS

Inner Core: Team Members with direct patient care responsibilities. These team members are actively engaged with the patient, at the bedside, during the resuscitative phase.

Outer Core: Team Members who provide supportive tasks crucial for overall trauma management but direct patient contact is not required. These team members will be located in or near the trauma room but removed from the bedside until after the patient is stabilized.

ROLES AND RESPONSIBILITIES:

Attending Physician Responsibility:

The ultimate responsibility for the overall management of the trauma patient, and resident supervision resides with the Trauma Surgery Attending Physician. In the absence of the Trauma Surgery Attending or prior to his/her arrival the Emergency Medicine Attending will provide this supervisory function. The resident house staff will serve in the following described roles under the supervision of the Attending Physicians.

Additional Attending Responsibilities:

- Documentation of his/her arrival time on trauma flow sheet
- Notification of the Trauma Program Manager or Trauma Medical Director of performance improvement issues related to activation or resuscitation efforts

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- Assures appropriate communication of patient condition and plan of care to family and/or significant others present
- Coordination of care and patient disposition between the Emergency Medicine and Surgery Departments

Inner Core Team Members:

- **Trauma Team Leader (Trauma Surgery or Emergency Medicine Senior Resident)**
 - Responds promptly to all trauma activations and assigns individuals to specific roles as described below, and communicates these assignments to the team.
 - Assures documentation of his/her arrival time on the trauma flow sheet
 - Takes report from the pre hospital providers
 - The trauma team leader should maintain oversight of the room and is responsible for the conduct of the resuscitation and accurate documentation of findings.
 - May assume any of the tasks roles necessary in the resuscitation but should focus on coordination of the resuscitation
 - Assures documentation of complete history and physical exam on the patient
 - Communicates status of patient and plan of care to the family/significant others and assures that they are kept informed
- **Trauma Airway Physician (Emergency Medicine Resident)**
 - Responsible for airway management and assuring cervical spine immobilization
 - Responsible for conducting the primary survey and the secondary survey from the head to the level of the clavicles in conjunction with the Trauma Team Leader
 - Communicates findings of the Primary survey and head and neck portions of the secondary survey to the Trauma Team Leader and Documentation Nurse
- **Trauma Physician Right (Emergency Medicine Resident)**
 - Assists with transfer of patient from ambulance gurney
 - Responsible for performing the FAST exam
 - Assumes responsibility for delegated procedures primarily those on the right side with appropriate supervision
 - Communicates all physical findings to the Trauma Team Leader and Documentation Nurse

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- **Trauma Physician Left (Trauma Surgery Resident)**
 - Obtains patient history
 - Performs the secondary survey from the clavicles down, including back, perineum, and rectal exam
 - Performs delegated procedures with appropriate supervision primarily those on the left
 - Communicates findings to Trauma Team Leader and Documentation Nurse

- **Recording Physician (Trauma Surgery Resident)**
 - Annotates assignments made by the team leader on the Dry-Erase board.
 - Orders all diagnostic procedures, lab studies, and medications in Epic at the direction of the Trauma Team Leader and/or Attending Physician
 - Responsible for contacting and coordinating consulting services (e.g. Orthopedics, ENT, Neurosurgery)
 - Ensures documentation of consultation times and time of arrival of consultants with the Documentation Nurse
 - Assists with vascular access, phlebotomy, and other tasks as assigned by the Trauma Team Leader

- **Trauma Primary Nurse (Documentation Nurse)**
 - Coordinates the patient's care in conjunction with the Trauma Team Leader
 - In collaboration with the Trauma Team Leader, assigns and/or verifies team member roles prior to the patient's arrival
 - Communicates with the charge nurse and obtains information on patient status, field treatment, and response to that treatment
 - Assures trauma bay is warmed prior to patient arrival
 - Assures trauma labs and type and screen/crossmatch are expedited to the lab
 - In collaboration with the Trauma Team Leader, assigns and/or verifies team roles prior to the patient's arrival
 - Obtains and secures the Emergency Medical Services Transport records
 - Documents trauma team activation times and response times for the trauma surgeon, and other MD specialists on the flow sheet
 - Controls the admission of students into the room, assigns tasks.
 - Defines the position where observers may stand within the room outside the flow of patient care (e.g. students)

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- Documents a complete primary and secondary assessment
 - Documents interventions and the patient's responses to therapy
 - Documents diagnostic testing and the results when appropriate
 - Communicates with CT technologist to facilitate transport to CT
 - Documents ongoing serial assessments
 - Accompanies the patient to Special Procedures, CT scanner, or ICU as indicated
 - Monitors and documents intake and output and communicates with trauma team
 - Communicates with family to provide information and support
 - Continually evaluates team function and necessity of member participation, limiting unnecessary personnel
 - Evaluates the physiologic signs for trends or changes in the patient's condition
 - Ensures that interventions and diagnostics are completed, and anticipates additional interventions when appropriate
- **Trauma Resuscitation Nurse-Right**
 - Assists with the transfer of the patient to the ED stretcher, and the removal of clothing
 - Reports the patient's initial set of vital signs, and communicates to the team and Trauma Primary Nurse (in coordination with the ED Trauma Technician)
 - Ensures adequate vascular access for fluid resuscitation, based on patient condition. If necessary, establishes large bore IV and ensures that IV's established prior to arrival are patent and adequately secured
 - Obtains blood specimens for laboratory analysis. The priority specimen is Type and Cross-match
 - Obtains serial vital signs and serial GCS as patient condition warrants
 - Assists Trauma Nurse left with administration of warmed IV fluids and blood if indicated
 - Assists with immobilization of fractures, and management of soft tissue injuries
 - Assists with placement of treatment adjuncts (NG/OG, Foley)
 - Assists with procedures performed by trauma physician right
 - **Trauma Resuscitation Nurse-Left**
 - Ensures adequate vascular access for fluid resuscitation, based on patient condition. If necessary, establishes large bore IV and ensures that IV's established prior to arrival are patent and adequately secured

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- Prepares and labels lab tubes
- Obtains and reports patient temperature
- Administers blood products as ordered
- Ensures patient warming measures are implemented
- Assists with procedures performed by trauma physician left
- Provides emotional support to the patient
- Administers medications as directed

- **Respiratory Therapist**
 - Prepares airway and intubation equipment prior to the patient's arrival, as indicated
 - Applies and monitors pulse oximetry and patient's response to interventions
 - Assists Airway physician with management of airway and administration of oxygen
 - Secures and reassesses tube placement throughout resuscitation and Stabilization
 - Places the patient on the ventilator and confirms the settings with the trauma team leader
 - Obtains ABGs as requested and reports results to trauma surgeon and the trauma primary nurse for documentation
 - Applies continuous ETCO₂ monitoring device
 - Accompanies the patient to Special Procedures, CT scanner, or ICU as indicated
 - Assists in maintaining C-spine precautions

- **Emergency Department Technologist**
 - Obtains full set of vital signs and initiates cardiac monitoring
 - Prepares equipment for procedures as indicated by the trauma team
 - Gathers patient valuables for the Primary Trauma Nurse
 - Performs Istat testing and expedites results back to the trauma team
 - Assists with removal of clothing
 - Applies warming measures: blankets, room warming, bair hugger
 - Obtains blood cooler from the blood bank upon initiation of the MTP
 - Performs compressions during CPR

- **Trauma APN**
 - Responds to trauma team activations while in-house
 - Performs delegated procedures with appropriate supervision

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- Assists with contacting and coordination of consulting services
- Communicates with family/significant others
- Serves as a liaison between nursing staff and trauma service
- Assists in patient advocacy
- **Trauma Program Manager/Trauma Clinical Coordinator**
 - Responds to all Level I trauma activations while in-house
 - Collaborates with the Trauma Service attending and residents on trauma program Policies and procedures
 - Serves as a liaison with pre-hospital care providers
 - Serves as a liaison with family

Outer Core Team Members:

- **Operating Room Supervisor**
 - Responds to all Level I trauma activations
 - Collaborates with the trauma surgeon to assess the need for immediate surgery
 - Facilitates OR availability and readiness
 - Directs preparation of OR suite in order to receive the patient in a rapid time frame, if surgical intervention is required
- **Blood Bank**
 - Monitors the Trauma Activation pager and the Emergency Department blood safe utilization in anticipation of Mass Transfusion
- **Radiology Technologist**
 - Responds to all trauma team activations
 - Upon patient arrival, takes films as directed by the trauma surgeon or ED physician
 - Processes films in digital radiography system and makes them available for viewing by the trauma surgeon or ED physician to review
- **CT Technician**
 - Upon activation of trauma, completes current scans and does not start any new patient

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until released by the Trauma Team Leader or the Trauma Primary Nurse.

- Exeditiously performs ordered CT Scans
- Promptly submits scans and reformatted images to Radiologist for interpretation

- **Medical Student**

- May participate in the resuscitation of the trauma patient with responsibilities appropriate to level of training.
- Participation is supervised by the Attending Physician in conjunction with the resident staff present.
- Examples of appropriate participation with direct supervision include but are not limited to:
 - CPR
 - Direct pressure application for hemorrhage control
 - Application of splints, tourniquets, bandages, etc.
 - Assistance with suture of lacerations
 - Assistance with maintenance of spinal immobilization (log-roll)

- **Chaplain**

- Assists in the identification of the trauma patient and in obtaining pertinent patient information
- Assists in locating and contacting the patient's family or significant other(s)
- Provides psychosocial assessment and intervention for the patient and family
- Provides pastoral and emotional support for patient, patient family, and staff
- Acts as a patient and family advocate

- **ED Registrar**

- Facilitates prompt registration of patients in hospital computer system
- Communicates with the Trauma Primary Nurse to obtain other patient information
- Ensures that appropriate patient arm band is placed on the patient

- **UAMS Police**

- Provides crowd control outside the Trauma resuscitation room and in the ambulance bay
- Secures ED from unauthorized visitors

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- **Hospital Nursing Supervisor**
 - Anticipates and facilitates trauma patient admissions
 - Anticipates staffing needs in the ED, OR, ICU, and inpatient care areas