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| Date: | Day Shift  | Night Shift |
| Assignment Guidelines:* ICU 2-4 patients
* Intermediate 6-8 patients
* Med-Surg 8-10 patients
 | Charge: | Team 1 Rooms: | Charge: | Team 1 Rooms:  |
| RN Team Lead | Licensed Support | Unlicensed Supp | RN Team Lead | Licensed Support | Unlicensed Supp |
| Unit Sec. | Team 2 Rooms: | Unit Sec. | Team 2 Rooms: |
| RN Team Lead | Licensed Support | Unlicensed Supp | RN Team Lead | Licensed Support | Unlicensed Supp |
| Staff Member RolesCharge/Staff Leader (SL):* Assist teams
* Manage patient flow (adm/trans/dc)
* Delegate to Unit Secretary

Unit Secretary (US):* Support SL
* Answer phones, call bells
* Run errands
* Door management
* Family Screen

RN Team Leader (TL):* Assess patients
* Delegate care
* Admin Meds
* Admin Blood/TPN
* Draw labs from CL
* Document care

Licensed Support: * Dressing changes
* CL dressings (RN only)
* IV pumps (RN only)
* POC testing
* Kangaroo pumps
* ADLS/Hygiene needs
 | Team 3 Rooms: |  | Team 3 Rooms: |
| RN Team Lead | Licensed Support | Unlicensed Supp | RN Team Lead | Licensed Support | Unlicensed Supp |
| Team 4 Rooms: | Team 4 Rooms: |
| RN Team Lead | Licensed Support | Unlicensed Supp | RN Team Lead | Licensed Support | Unlicensed Supp |
| Team 5 Rooms: | Team 5 Rooms: |
| RN Team Lead | Licensed Support | Unlicensed Supp | RN Team Lead | Licensed Support | Unlicensed Supp |
| Team 6 Rooms: | Team 6 Rooms: |
| RN Team Lead | Licensed Support | Unlicensed Supp | RN Team Lead | Licensed Support | Unlicensed Supp |
| Team 7 Rooms: | Team 7 Rooms: |
| RN Team Lead | Licensed Support | Unlicensed Supp | RN Team Lead | Licensed Support | Unlicensed Supp |
| Unlicensed Support:* ADLS/Hygiene tasks (pass trays, feed patients, turn, beds/bath)
* Stocking supplies
* Transport patients/equip
* Clean equipment
* Answer phones, call bells
* Errands
 | Notes: |