

RAPID RESPONSE TEAM NOTIFICATION FORM DRAFT

DATE: _____

Adult Mental Health Services

The responsibility to notify team members will be shared between the -----ED Triage Nurse and the -----Crisis Worker

----- ED Triage Nurse responsibilities:

Time Called	Time Responded	ACTION / Person Called	Attended Meeting
		Inform ----- Crisis Worker that the Rapid Response protocol is being initiated.	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Notify On-Call ED physician. ED physician will call the client's guardian if appropriate.	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Notify Hospital Administrator (pager)	<input type="checkbox"/> Yes <input type="checkbox"/> No
		If no response from Hospital Administrator call the On-Call Administrator and notify the Program Manager. (pager)	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
		Notify ED Nurse Manager (pager)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Sweetser Crisis Worker responsibilities:

Time Called	Time Responded	ACTION / Person Called	Attended Meeting
		Notify CHCS Crisis daytime supervisor pager: office:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Notify CHCS Crisis after-hours supervisor	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Notify CHCS Crisis Program Manager pager: office:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Notify the following State Personnel: Monday – Friday 8:00 to 5:00*	
		Jeannie French-Downing: pager: 580-6259 281-5491 office: 941-4773 jeannie.French-downing@maine.gov	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Darren Morgan pager: 580-5374 281-5775 office: 941-4209 darren.morgan@maine.gov	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Karla Kurry pager: 580-1982 281-8718 office: 941-4156 karla.kurry@maine.gov	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Dr. Elsie Freeman pager: 851-6040 office: 287-4262 elsie.freeman@maine.gov	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Sharon Sprague pager: 580-4197 office: 941-4361 sharon.sprague@maine.gov	<input type="checkbox"/> Yes <input type="checkbox"/> No
		*After 5 p.m. and on weekends, call AMHI Switchboard 287-4977. Ask to have Sharon Sprague or Dr. Freeman paged.	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Rapid Response Team Meeting Scheduled for: Day: _____ Date: _____ Time: _____

Rapid Response Team Comments: _____

Disposition: _____