

JOB ACTION SHEETS

Every position in the mass prophylaxis clinic has a corresponding document that details the responsibilities for that position. This document is called a Job Action Sheet (JAS). The JAS gives a description of the job, qualifications and some have a mission statement.

The job is then divided into tasks based on immediate, intermediate and extended tasks to be performed by the assigned individual. Immediate, of course, means the business to do first. Intermediate are the tasks to do next and may require oversight and decision making. Extended tasks tend to be the mundane routine of reports, staff observance and/or briefings.

All JAS's that will be used are distributed from the Incident Commander down to the next level, the Section Chiefs. Then the Section Chiefs distribute the JAS's to the Branch Directors under their command who in turn distribute to the Group Leaders and/or Unit Coordinators under their command who in turn distribute to the personnel under their command.

CLINIC UNIT COORDINATOR

Position Assigned To: _____
Report To: _____ (Clinics Group Leader) Radio: _____
Operations Command Center: _____ Telephone: _____

Job Description: Carry out directives of the Clinics Group Leader through the action plan. In regard to an Outbreak, is the primary decision-maker, organizes and direct aspects relating to the Clinic Unit and provides for the overall clinic operation.

Qualifications: Public health professional or, a doctor, nurse or medical administrator with triage experience and / or public health experience and good management skills and familiarity with the local mass prophylaxis / dispensing plan.

Immediate:

- _____ Receive appointment and briefing from the Clinics Group Leader.
- _____ Read this entire Job Action Sheet and review organizational chart.
- _____ Identify and anticipate needs for staff/resources and request additional staff/resources through Clinics Group Leader.
- _____ Obtain information from Clinics Group Leader as to the number and distribution of cases.
- _____ Review the clinic plan guidelines and distribution of cases to determine the number of staff that are necessary to provide immunization or prophylaxis.
- _____ Work with Clinics Group Leader to set-up clinic site, standard hours of operation, population to be served, contraindications and medical protocols.
- _____ Provide information on clinic details to the Clinics Group Leader.
- _____ Identify to the Clinics Group Leader the supplies needed for each clinic (pre-determined, let know about resource flow).

Intermediate: _____ Institute communication and reporting protocol for the clinics

Extended:

- _____ Provide for routine briefings with Clinics Group Leader.
- _____ Review and approve the Clinic's recordings of actions/decisions in the Clinic Unit. Send copy to Clinics Group Leader.
- _____ Observe all contacts for signs of stress and inappropriate behavior. Report concerns to Clinics Group Leader. Provide rest periods and relief for staff.

ASSISTANT CLINIC UNIT COORDINATOR

Position Assigned To: _____
Report To: _____ (Clinic Unit Coordinator) Radio: _____
Operations Command Center: _____ Telephone: _____

Job Description: Carry out directives of the Clinic Unit Coordinator through the action plan. In regard to an Outbreak, assists the Clinic Unit Coordinator, organizes and directs aspects relating to the Clinic Unit and provides for the overall clinic operation.

Qualifications: Good organization & interpersonal skills and leadership experience.

Immediate:

- _____ Receive appointment and briefing from the Clinics Group Leader.
- _____ Read this entire Job Action Sheet and review organizational chart.
- _____ Identify and anticipate needs for staff/resources and request additional staff/resources through Clinic Unit Coordinator.
- _____ Obtain information from Epidemiology group leader as to the number and distribution of cases.
- _____ Review the clinic plan guidelines and distribution of cases to determine the number of staff that are necessary to provide immunization or prophylaxis.
- _____ Work with Clinic Unit Coordinator to set-up clinic site, standard hours of operation, population to be served, contraindications and medical protocols.
- _____ Provide information on clinic details to the Clinic Unit Coordinator.
- _____ Identify to the Clinic Unit Coordinator the supplies needed for each clinic (pre-determined, let know about resource flow).

Intermediate: _____ Institute communication and reporting protocol for the clinics.

Extended:

- _____ Provide for routine briefings with Clinic Unit Coordinator.
- _____ Review and approve the Clinic's recordings of actions/decisions in the Clinic Unit. Send copy to Clinic Unit Coordinator.
- _____ Observe all contacts for signs of stress and inappropriate behavior. Report concerns to Clinic Unit Coordinator. Provide rest periods and relief for staff.

LIAISON COORDINATOR

Position Assigned To: _____
Report To: _____ (Clinic Unit Coordinator) Radio: _____
Operations Command Center: _____ Telephone: _____

Job Description: Carry out directives of the Clinic Unit Coordinator through the action plan. In regard to communications maintains open dialogue with other agencies to provide Clinic Unit Coordinator and other agencies with up-to-date information.

Qualifications: Good communication, organization & interpersonal skills.

Mission: Function as incident contact person for representatives from other agencies.

Immediate:

- _____ Receive appointment and briefing from Clinic Unit Coordinator.
- _____ Read this entire Job Action Sheet and review organizational chart.
- _____ Obtain briefing from Liaison Officer.
- _____ Coordinate Public Health briefing for public health and medical community inside the immediate area.
- _____ Receive and process requests for assistance from Local Public Health and Medical Community.
- _____ Make and receive requests for material and resource support from the other state agencies.
- _____ Review partners to determine appropriate contacts and message routing.
- _____ Coordinate with Communications Branch Director.
- _____ Obtain information to provide to the other involved agencies. The following information should be gathered for relay:
 - Current distribution of cases (person, place & time)
 - Any current or anticipated shortage of personnel, supplies, etc.
 - Hotline calls
 - Laboratory Samples
- _____ Establish communication with the assistance of the Communications Branch Director, the HAN, State EOC or county EOC/County Health Officer. Relay current status.

Intermediate:

- _____ Request assistance and information as needed of CDC, USPHS and other federal partners.
- _____ Liaison officer at OC should coordinate requests for NDMS resources with Ohio EMA, Bureau of EMS, ODMH and USPHS including:
 - Patient relocation
 - Medical care
 - Medical supplies

LIAISON COORDINATOR Cont.'

- _____ Coordinate requests for Epi-Aid with State Epidemiologist and CDC.
- _____ Relay any special information obtained to appropriate personnel in the receiving facility (i.e., information regarding toxic decontamination or any special emergency conditions).

Extended:

- _____ Assist the Clinic Unit Coordinator in soliciting external volunteers.
- _____ Inventory any material resources that may be sent upon official request and method of transportation, if appropriate.
- _____ Supply case and process data to the appropriate authorities; prepare the following minimum data:
 - Cases
 - Lab samples and results
 - Hotline calls
- _____ Identify in the recovery phase when support to local health departments is no longer needed.
- _____ Observe all contacts for signs of stress and inappropriate behavior. Report concerns to Clinic Unit Coordinator. Provide rest periods and relief for staff.
- _____ Other concerns:

SECURITY COORDINATOR

Position Assigned To: _____	
Report To: _____ (Clinic Unit Coordinator)	Radio: _____
Operations Command Center: _____	Telephone: _____

Job Description: Carry out directives of the Clinic Unit Coordinator through the action plan. In regard to safety and security provides Clinic Unit Coordinator with up-to-date information about facility / grounds problems or concerns.

Qualifications: Should have a leadership background, previous experience in security / law enforcement and strong organization skills and leadership experience.

Mission: Monitor and have authority over the safety of rescue operations and hazardous conditions. Organize and enforce scene/facility protection and traffic security.

Immediate:

- _____ Receive appointment and briefing from Safety Officer.
- _____ Read this entire Job Action Sheet and review organizational chart.
- _____ Obtain a briefing from Safety Officer and Clinic Unit Coordinator.
- _____ Establish Security Office.
- _____ Prevent and remove unauthorized persons from restricted areas.
- _____ Secure the Command Post, EOC, JPIC and other sensitive or strategic areas from unauthorized access.

Intermediate:

- _____ Communicate with law enforcement to secure and post non-entry signs around unsafe areas. Keep Safety and Security staff alert to identify and report all hazards and unsafe conditions to the Clinic Unit Coordinator
- _____ Secure areas evacuated to and from, to limit unauthorized personnel access.
- _____ Establish access protocols – identification, etc.
- _____ Advise the Incident Commander, Safety Officer and Section Chiefs immediately of any unsafe, hazardous or security related conditions and provide recommendation to prevent, mitigate and remove such conditions.
- _____ Assist Clinic Unit Coordinator with credentialing / screening process of staff and volunteers. Prepare to manage large numbers of potential volunteers.
- _____ Confer with Liaison coordinator to establish areas for media personnel.
- _____ Establish routine briefings with Safety Officer.
- _____ Inform Safety & Security staff to document all actions and observations.
- _____ Establish routine briefings with Safety & Security staff.
- _____ Observe all contacts for signs of stress and inappropriate behavior. Report concerns to Clinic Unit Coordinator. Provide rest periods and relief for staff.

Extended:

- _____ Provide safety and security for pharmaceuticals, vaccines, equipment and supplies.
- _____ Other concerns:

SECURITY STAFF

Position Assigned To: _____	
Report To: _____ (Security Coordinator)	Radio: _____
Operations Command Center: _____	Telephone: _____

Job Description: Carry out directives of the Security Coordinator through the action plan. In regard to safety and security provides Security Coordinator with up-to-date information about facility / grounds problems or concerns.

Qualifications: Should have previous experience in security / law enforcement and strong organization skills.

Mission: Monitor and have authority over the safety of rescue operations and hazardous conditions. Enforce scene/facility protection and traffic security.

Immediate:

- _____ Receive appointment and briefing from Security Coordinator.
- _____ Read this entire Job Action Sheet and review organizational chart.
- _____ Obtain a briefing from Security Coordinator and Clinic Unit Coordinator.
- _____ Maintain Security Office.
- _____ Prevent and remove unauthorized persons from restricted areas.
- _____ Secure the Command Post, EOC, JPIC and other sensitive or strategic areas from unauthorized access.

Intermediate:

- _____ Communicate with law enforcement to secure and post non-entry signs around unsafe areas.
- _____ Identify and report all hazards and unsafe conditions to the Security Coordinator.
- _____ Secure areas evacuated to and from, to limit unauthorized personnel access.
- _____ Maintain and enforce access protocols – identification, etc.
- _____ Advise the Security Coordinator immediately of any unsafe, hazardous or security related conditions and provide recommendation(s) to prevent, mitigate and remove such conditions.
- _____ Prepare to manage large numbers of potential volunteers.
- _____ Confer with Security Coordinator to establish areas for media personnel.
- _____ Establish routine briefings with Security Coordinator.
- _____ Document all actions and observations.
- _____ Keep routine briefings with Security Coordinator.
- _____ Observe all contacts for signs of stress and inappropriate behavior. Report concerns to the Security Coordinator. Provide rest periods and relief for staff.

Extended:

- _____ Provide safety and security for pharmaceuticals, vaccines, equipment and supplies.
- _____ Other concerns:

MATERIALS COORDINATOR

Position Assigned To: _____
Report To: _____ (Clinic Unit Coordinator) Radio: _____
Logistics Command Center: _____ Telephone: _____

Job Description: Carry out directives of the Clinic Unit Coordinator through the action plan. In regard to operations maintains the physical environment and adequate levels of food, shelter and supplies. Provides Clinic Unit Coordinator with up-to-date facility status. Encourages timely data entry.

Qualifications: Good organization & interpersonal skills and leadership experience.

Mission: Organize and direct both internal and external operations associated with maintenance of the physical environment and adequate levels of food, shelter and supplies to support the objectives. Manage the collection and entering of data into database.

Immediate:

- _____ Receive appointment and briefing from the Clinic Unit Coordinator.
- _____ Obtain packet containing Section's Job Action Sheets and forms.
- _____ Read this entire Job Action Sheet and review organizational chart.
- _____ Brief unit staff on current situation; outline action plan and designate time for next briefing.
- _____ Obtain the number of population to be served to determine number of staff necessary to enter data.
- _____ Identify & anticipate needs for staff/resources & request additional staff/resources through Clinic Unit Coordinator
- _____ Oversee the collection and entry of data into database.
- _____ Ensure the maintenance of the paperwork once data has been entered.

Intermediate:

- _____ Obtain information and updates regularly from unit staff; maintain current status of all areas; pass status info to Clinic Unit Coordinator.
- _____ Communicate frequently with Clinic Unit Coordinator.
- _____ Obtain needed supplies, facilities and equipment with assistance of the Finance Section Chief, Communications Unit Leader and Liaison Unit Leader.
- _____ Provide the necessary support equipment for meetings and training.
- _____ Institute database program to be used.

Extended

- _____ Document actions and decisions on a continual basis.
- _____ Observe all contacts for signs of stress and inappropriate behavior. Report concerns to Clinic Unit Coordinator. Provide rest periods and relief for staff.
- _____ Other concerns:

SUPPLY / FORMS ROUTER

Position Assigned To: _____
Report To: _____ (Materials Coordinator) Radio: _____
Logistics Command Center: _____ Telephone: _____

Job Description: Carry out directives of the Materials Coordinator through the action plan. In regard to equipment and supplies maintains a continuous supply of clipboards, forms and pens. Provides Materials Coordinator with up-to-date status reports.

Qualifications: Good organization & interpersonal skills.

Mission: Organize and supply equipment and supplies.

- Immediate:**
- _____ Receive appointment and briefing from Materials Coordinator.
 - _____ Read this entire Job Action Sheet and review organizational chart.
 - _____ Assembles the treatment record and consent forms on a clipboard.
 - _____ Collects clipboards and pens from the dispense area and returns them to triage.
 - _____ Assures that there is a continuous supply of supplies at the initial triage station.
 - _____ Assists with monitoring and directing patient flow in the triage area and pre-registration area.
 - _____ At a minimum of every thirty minutes, collects and counts completed treatment record and registration forms from dispense team.
 - _____ Gives a completed prophylaxis treatment record and consent forms to data manager.
 - _____ Other concerns:

INVENTORY STAFF

Position Assigned To: _____
Report To: _____ (Materials Coordinator) Radio: _____
Logistics Command Center: _____ Telephone: _____

Job Description: Carry out directives of the Materials Coordinator through the action plan. In regard to equipment and supplies keeps a running inventory of supplies. Provides Materials Coordinator with up-to-date status reports.

Qualifications: Good organization & interpersonal skills.

Mission: Organizes and supplies Clinic personnel with equipment and supplies.

- Immediate:**
- _____ Receive appointment and briefing from Materials Coordinator.
 - _____ Read this entire Job Action Sheet and review organizational chart.
 - _____ Receives stores and maintains equipment and supplies.
 - _____ Assures that supplies are at an appropriate level at all stations.
 - _____ Assists with monitoring and directing patient flow as needed.
 - _____ At a minimum of every thirty minutes, assesses station inventory.
 - _____ Assists Materials Coordinator as needed.
 - _____ Other concerns:

SUPPORT STAFF

Position Assigned To: _____
Report To: _____ (Materials Coordinator) Radio: _____
Logistics Command Center: _____ Telephone: _____

Job Description: Carry out directives of the Materials Coordinator through the action plan. Keeps Clinic free of trash, spillage and/or litter build-up. Provides Materials Coordinator with up-to-date status reports.

Qualifications: Good organization skills.

Mission: Organizes and keeps Clinic clean.

- Immediate:**
- _____ Receive appointment and briefing from Materials Coordinator.
 - _____ Read this entire Job Action Sheet and review organizational chart.
 - _____ Receives maintenance equipment and supplies.
 - _____ Assures that all areas are clean.
 - _____ Assists with monitoring and directing patient flow as needed.
 - _____ At a minimum of every thirty minutes, assesses clinic condition.
 - _____ Assists Materials Coordinator as needed.
 - _____ Other concerns:

TRANSPORTATION STAFF

Position Assigned To: _____
Report To: _____ (Materials Coordinator) Radio: _____
Logistics Command Center: _____ Telephone: _____

Job Description: Carry out directives of the Materials Coordinator through the action plan. Distributes messages via the appropriate mechanism. Provides Materials Coordinator with up-to-date status reports.

Qualifications: Good organization skills and valid driver's license.

Mission: Organizes and delivers communications and/or messages.

- Immediate:**
- _____ Receive appointment and briefing from Materials Coordinator.
 - _____ Read this entire Job Action Sheet and review organizational chart.
 - _____ Receives supplies for delivery.
 - _____ Delivers communications and/or messages in the most expedient manner.
 - _____ Assists with monitoring and directing patient flow as needed.
 - _____ Maintains vehicle of delivery in a working order.
 - _____ Assists Materials Coordinator as needed.
 - _____ Assists wheelchair, walker or other victims as needed.
 - _____ Other concerns:

DATA ENTRY STAFF

Position Assigned To: _____
Report To: _____ (Materials Coordinator) Radio: _____
Logistics Command Center: _____ Telephone: _____

Job Description: Carry out directives of the Materials Coordinator through the action plan. In regard to data entry maintains an error free entry system. Provides Materials Coordinator with up-to-date status reports.

Qualifications: Good organization & data entry skills.

Mission: Collect and enter data into database.

Immediate:

- _____ Receive appointment and briefing from Materials Coordinator.
- _____ Read this entire Job Action Sheet and review organizational chart.
- _____ Collects and enters data into database.
- _____ Other concerns:

PROCEDURES COORDINATOR

Position Assigned To: _____	
Report To: _____	(Clinic Unit Coordinator) Radio: _____
Operations Command Center: _____	Telephone: _____

Job Description: Carry out directives of the Clinic Unit Coordinator through the action plan. Organize and direct aspects relating to the Operations Section. Coordinate and supervise the Triage / Medical coordinator, Dispensers / Vaccinators, Education, Referral & resource Team (all Subsections of the Operations Section). Provides Clinic Unit Coordinator with up-to-date status reports.

Qualifications: Should have strong organization and management skills.

Mission: Coordinates the progression of citizens through the facility.

Immediate

- _____ Receive appointment and briefing from Clinic Unit Coordinator.
- _____ Read this entire Job Action Sheet and review organizational chart.
- _____ Brief all Operations Section staff on current situation and develop the section's initial action plan. Designate time for next briefing.
- _____ Establish Operations Section Center in proximity to UOC.
- _____ Meet with the coordinators to identify operational needs.
- _____ Ensure operation consistent with Incident Action Plan.
- _____ Provide information on conditions which identifies if Incident Action Plan is on track or requires revision.

Intermediate

- _____ Coordinate times for briefings and updates with Clinic Unit Coordinator and all Operations Section Coordinators to develop / update section's action plan.
- _____ Ensure that the subsections are adequately staffed and supplied.
- _____ Brief the Clinic Unit Coordinator routinely on the status of the Operations Section.

Extended

- _____ Assures that all communications are copied to the Communications Branch Director; document all actions and decisions.
- _____ Recommend staff resources needed from CDC, USPHS etc. (e.g.. MRC)
- _____ Observe all contacts for signs of stress and inappropriate behavior. Report concerns to Clinic Unit Coordinator. Provide rest periods and relief or staff.
- _____ Other concerns:

TRIAGE / MEDICAL COORDINATOR

Position Assigned To: _____	
Report To: _____	(Procedures Coordinator) Radio: _____
Operations Command Center: _____	Telephone: _____

Job Description: Carry out directives of the Clinic Unit Coordinator through the action plan. In regard to triage/medical provides guidance for health professionals. Provides Procedures Coordinator with up-to-date status reports.

Qualifications: MD or Registered Nurse with ER, ICU or acute care experience.

Mission: Assures that Medical Advice and Guidelines for the outbreak are in place and have been distributed to appropriate medical personnel in the facility.

Immediate:

- _____ Receive appointment and briefing from the Procedures Coordinator.
- _____ Read this entire Job Action Sheet and review organizational chart.
- _____ Identify and contact necessary subject matter experts.
- _____ Develop guidance for health professionals and responders on infection control and personal protection in concert with Safety Officer.
- _____ Develop guidance for health professionals on diagnosis & treatment of ill persons presenting to the Clinic.
- _____ Respond directly to calls from health care providers and provide medical guidelines.
- _____ Identify media for communication. Target Audiences include professionals in public health and medical community.
- _____ Develop information to target key messages. Key messages include treatment, diagnosis, infection control practices, nature of the disease, contraindications to prophylaxis and points of uncertainty.
- _____ Consults with Screeners regarding equivocal medical conditions.

Intermediate: _____ Coordinate release of information with Education Director.

Extended:

- _____ Observe all contacts for signs of stress and inappropriate behavior. Report concerns to Clinic Unit Coordinator. Provide rest periods and relief for staff.
- _____ Other concerns:

TRIAGE GREETER/FORMS DISTRIBUTOR

Position Assigned To: _____	
Report To: _____	(Triage / Medical Coordinator) Radio: _____
Operations Command Center: _____	Telephone: _____

Job Description: Carry out directives of the Clinic Unit Coordinator through the action plan. In regard to greeting ensures citizens are directed to the appropriate area after ascertaining 'well' status. Issues a number, treatment record, consent forms and disease fact sheets. Provides Triage / Medical Coordinator with up-to-date status reports.

Qualifications: Should have strong organization and people skills.

Mission: Assures vital, demographic data and consent is obtained.

- Immediate**
- _____ Receive appointment and briefing from Triage / Medical Coordinator.
 - _____ Obtain packet containing Section's Job Action Sheets.
 - _____ Read this entire Job Action Sheet and review organizational chart.
 - _____ Greeter will ask person "Are you ill?" or "Do you have any special needs (including interpreter services)?" If person indicates no then provide the person a clipboard with paperwork and queue to triage educator. If person indicates yes, exposed or not sure then direct them to triage screener (ill area).
 - _____ Acts as administrative reception to members of the public seeking information and treatment.
 - _____ Issue citizens' a number, pen and assembled clipboard that includes: treatment record, consent forms and disease fact sheets along with instructions on how to complete the forms for themselves and/or their family members.
 - _____ Directs citizens to the triage educator area while they complete the treatment record and consent forms.
 - _____ Answer citizens questions or refers the to the Triage / Medical Coordinator.
 - _____ Identifies unaccompanied children and alerts the triage coordinator in order to decide whether the dispensing process may proceed for the child. If ill persons identified who have not yet had assessment refers the ill person to the ill area.
 - _____ Other concerns:

TRIAGE SCREENER / EDUCATOR

Position Assigned To: _____	
Report To: _____	(Triage / Medical Coordinator) Radio: ____
Operations Command Center: _____	Telephone: _____

Job Description: Carry out directives of the Clinic Unit Coordinator through the action plan. In regard to educating ensures citizens understand why they are receiving prophylaxis. Provides Triage / Medical Coordinator with up-to-date status reports. In regard to screening ensures citizens are directed to the appropriate area after ascertaining 'well' status. Assess that vital signs are within normal limits. Provides Triage / Medical Coordinator with up-to-date status reports.

Qualifications: Should have strong medical assessment and people skills.

Mission: Assures citizen understands the disease process, the medication side effects, the reason to take the medication and what to do if they experience side effects. Assures vital signs are within normal limits (BP, Temp and weight) and makes accurate determination of ill or well.

- Immediate**
- _____ Receive appointment and briefing from Triage / Medical Coordinator.
 - _____ Obtain packet containing Section's Job Action Sheets.
 - _____ Read this entire Job Action Sheet and review organizational chart.
 - _____ Provide the following general education message: "The purpose of this dispensing clinic is to provide preventive antibiotic treatment for _____ disease exposure.
 - _____ Describe the disease. Provides pertinent information such as: Asks, "If you are ill with fever, have difficulty breathing or are feeling weak please let me know.
 - _____ To treat this exposure effectively. Exposed person's need _____ days of antibiotic treatment. It is highly important to take the full number of doses otherwise the preventive treatment may not work.
 - _____ You will need to receive the balance of your preventive antibiotic treatment later.
 - _____ Describes the plan for getting the remainder of the antibiotic treatment.
 - _____ Since antibiotics have side effects a drug information sheet is given and side effects are explained.
 - _____ If you did not have an exposure to the disease then you should avoid taking antibiotics because the risk of antibiotic side effects would be unnecessary for you.
 - _____ If you are taking the antibiotics and you are having difficulty with the side effects. Please contact your public health department or you health care provider for advice. Do not stop taking the antibiotics while you are waiting for medical advice.
 - _____ It is possible that the preventive treatment may fail to provide protection. Therefore, if you experience the illness symptoms described in the disease fact sheet, get health care immediately.
 - _____ Instruct that: to obtain antibiotic treatment at this dispensing clinic; completely fill out a treatment record and consent form. There should be a form completed for each person seeking treatment.

TRIAGE SCREENER/EDUCATOR Cont.'

- _____ Instruct that: the information you provide on the treatment and consent forms will help the dispenser/vaccinator select the appropriate antibiotic/vaccine and provide better guidance.
- _____ Instruct that: when the treatment record and consent forms are completed, you may proceed to the registration desk. There they will check your forms and confirm that you are ready to see the dispensing team.
- _____ Instruct that: to give consent for treatment you must be an adult, who is consenting for his/her own treatment or you must be a parent or legal guardian of a minor child or you must qualify as an emancipated minor. Please see the registration desk personnel for additional details on who may consent for treatment.
- _____ Makes a health assessment when person looks ill, has fever, difficulty breathing, a report of allergies or marked weakness.
- _____ Performs a visual; check of the people entering the venue to assess for illness that is suggestive of infection due to the implicated biologic agent.
- _____ May be required to assess health status including: BP, Temp and weight (to identify children under 100 pounds).
- _____ Determines the routing of patients to the dispensing process or the ill area.
- _____ Assists the registration staff in making a determination for situations when the triage stations failed to identify an ill person.
- _____ Answers citizens questions or refer to the Triage / Medical Coordinator.

Other activities

- _____ Answer citizens questions as appropriate to knowledge base or refers to the Triage / Medical Coordinator.
- _____ Other concerns:

REGISTRATION STAFF

Position Assigned To: _____	
Report To: _____	(Procedures Coordinator) Radio: _____
Operations Command Center: _____	Telephone: _____

Job Description: Carry out directives of the Clinic Unit Coordinator through the action plan. In regard to registering ensures citizens proper consent is completed and appropriately signed. Record children's weight. Provides Triage / Medical Coordinator with up-to-date status reports.

Qualifications: Should have strong organization and people skills.

Mission: Assure vital, demographic data and consent is obtained.

- Immediate**
- _____ Receive appointment and briefing from Procedures Coordinator.
 - _____ Obtain packet containing Section's Job Action Sheets.
 - _____ Read this entire Job Action Sheet and review organizational chart.
 - _____ Assures proper consent, specifically:
 - For minor children/ assures that [parent / legal guardian has authorized consent.
 - For young persons claiming to be either emancipated or mature minors contact triage function leader to confirm and document eligibility. Triage leader should indicate confirmation of status buy signing the emergency antibiotic treatment record and consent form.
 - For adults assures that each one provides their own consent.
 - _____ Assures that registration and consent forms are completed and appropriately signed for each person exposed.
 - _____ Write in the number of days of chemoprophylaxis required on emergency antibiotic treatment record and consent form if not already included on the form. Note: Obtains this information from the assistant clinic group leader.
 - _____ Weighs children and records weight as required.
 - _____ Using-highlighting pen highlights form if antibiotic allergies exist.
 - _____ Verify spelling and prints name of patient on backside of form.
 - _____ Identify any ill persons who had not been cleared by initial triage or sick assessment and obtains determination from health screener before allowing persons to proceed to dispense area.
 - _____ Direct people to take their completed emergency antibiotic treatment records and consent form to one of the dispensing stations.
 - _____ Other concerns:
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PHARMACY SUPPORT STAFF

Position Assigned To: _____
Report To: _____ (Procedures Coordinator) Radio: _____
Operations Command Center: _____ Telephone: _____

Job Description: Carry out directives of the Clinic Unit Coordinator through the action plan. In regard to pharmacy support ensures pharmaceuticals are available to the dispensers / vaccinators. Provides Triage / Medical Coordinator with up-to-date status reports.

Qualifications: Should have a pharmacy license, is a pharmacy tech or pharmacy student.

Mission: Develop and oversee implementation of mass prophylaxis or vaccination.

Immediate

- _____ Receive appointment and briefing from the Procedures Coordinator.
- _____ Read this entire Job Action Sheet and review organizational chart.
- _____ Obtain information from Procedures Coordinator as to current and expected needs for pharmaceuticals
- _____ Identify location and distribution of resources identified.
- _____ Anticipate continued need of pharmaceuticals in relation to resources identified.
- _____ Provide recommendation to Procedures Coordinator on number of unit doses per person to be distributed.

Intermediate

- _____ Track distribution of resources including lot number
- _____ Deliver vaccine / prophylaxis to dispensers.

Extended

- _____ Other concerns:

DISPENSER / VACCINATOR STAFF

Position Assigned To: _____	
Report To: _____	(Procedures Coordinator) Radio: _____
Operations Command Center: _____	Telephone: _____

Job Description: Carry out directives of the Clinic Unit Coordinator through the action plan. In regard to prophylaxis or vaccination ensures patient name and date are on prescription label, that patient has an information sheet and completes the recommended regimen. Give appropriate vaccination per protocol / Standing Order. Provides Triage / Medical Coordinator with up-to-date status reports.

Qualifications: Should have a RN or LPN license, pharmacy license, be a pharmacy tech or pharmacy student.

Mission: Completion of mass prophylaxis or vaccination of the citizenry.

- Immediate**
- _____ Receive appointment and briefing from the Procedures Coordinator.
 - _____ Read this entire Job Action Sheet and review organizational chart.
 - _____ Obtain information from Procedures Coordinator as to current and expected needs.
 - _____ Give appropriate vaccination per Protocol / Standing Order.
 - _____ Write patient name and date on antibiotic prescription label.
 - _____ Assure that antibiotic name and formulation are indicated on emergency antibiotic treatment record and consent. Calls out discrepancies to pharmacy support.
 - _____ Assure that patient has an antibiotic information sheet.
 - _____ Remind person to complete the entire recommended dosing regimen.
 - _____ Assure that the person has instructions on how to obtain the remaining antibiotic doses.
 - _____ Notify pharmacy support if additional supplies are needed.
 - _____ Gives completed forms to forms supply router for counting / data entry.
 - _____ Other concerns:

EDUCATION, REFERRAL, RESOURCE & EXIT STAFF

Position Assigned To: _____	
Report To: _____	(Procedures Coordinator) Radio: _____
Planning Command Center: _____	Telephone: _____

Job Description: Carry out directives of the Clinic Unit Coordinator through the action plan. In regard to citizen on leaving the facility ensure that all questions have been answered. Provides Triage / Medical Coordinator with up-to-date status reports.

Qualifications: Should have a RN or LPN license, pharmacy license, is a pharmacy tech or pharmacy student.

Mission: Ensures that all persons have information, guidance and resources needed on exit.

Immediate _____ Receive appointment and briefing from Procedures Coordinator.
_____ Read this entire Job Action Sheet and review organizational chart.

Intermediate _____ Maintain an orderly exit from the clinic.
_____ Reviews prophylaxis treatment received, side effects, treatment options and when to call a MD.
_____ Available to answer remaining questions from citizens concerning post-exposure prophylaxis, side effects, course / treatment. In case of vaccination clarify side effects and care of vaccination site.
_____ Direct persons who have received antibiotic to the site exit.
_____ Other concerns:
