

SUMMIT COUNTY PUBLIC HEALTH



CLOSED PODS

Sample Job Action Sheets

Sample Job Action Sheets

Position Assignment: Closed POD Manager

Staff Name: _____

Mission: Coordinate the CLOSED POD effort at your agency.

Get Ready

- Read this entire Job Aid
- Receive notification that your Closed POD is activated (via email/phone/website)
- Obtain contact information for the public health point of contact supporting your organization, if not already known.
- Review your Closed POD Dispensing Plan
- Inform _____ that the **Closed POD** is activated and assign tasks
- Provide orientation and position training to those assisting the dispensing effort
- Prepare the site according to Closed POD Dispensing Plan
- Communicate to your staff that you will be dispensing medications (as specified in the Closed POD Dispensing Plan) at _____ (designated time / date).

Get Medications

- Send an authorized staff member to _____ (medication pick up / delivery site) identified by public health to receive medications for Closed POD operations. Lock medication in secure location away from extreme heat or cold. Record (inventory) the medication received for record keeping purposes.

Dispense the Medications

- Dispense medication to Closed POD staff first
- Open Closed POD at designated time / date
- Monitor dispensing of medications
- Ensure appropriate screening and drug dispensing
- Ensure distribution of drug information sheets
- Request additional medications from the public health point of contact (if applicable)
- Update your public health point of contact periodically with Closed POD status (i.e. throughput numbers, medication inventory levels, Closed POD closing time)

When Finished

- Brief replacement as necessary
- Return all unused medication to public health point of contact via agreed upon method
- Submit documentation to the public health point of contact via agreed upon method
- If applicable, tear down the Closed POD site
- Dismiss staff

Sample Job Action Sheets

Position assignment: **Triage Supervisor**

You report to: Closed POD Manager

Staff name: _____

Mission: To assess client's suitability to enter Closed POD.

Get Ready

- Read this entire Job Action Sheet
- Receive assignment, orientation and position training from Closed POD Manager
- Familiarize self with Closed POD layout.
- Supervise the Triage Personnel
- Assist in constructing Closed POD
- If applicable, make copies of Triage forms & questions
- Set up station with Triage forms, clipboards, and pens
- Receive medication for self (and family), Closed POD staff before dispensing to others

Dispense the Medications

- Greet clients before they enter and assess client suitability to enter Closed POD by asking the following questions:
 - Are you currently sick or experiencing any of the following:
 - Fever or chills
 - Respiratory Symptoms (Cough, Sore Throat, Chest Pain, Shortness of Breath)
 - New skin Lesions (blisters, skin ulcers, black lesions)
 - Nausea or Vomiting
 - Bloody stool or bloody diarrhea

If the client answers **YES** to any of the above, direct them to go to their primary care provider or the nearest hospital.

- Maintain a record of the names and number of client's referred to primary care provider or hospital for further care.
- Direct clients to Greeting
- Maintain adequate supply levels
- Provide routine reports to the Closed POD Manager
- Report disruptive client behavior to the Closed POD Manager and/or Security if applicable
- Perform other duties as assigned by the Closed POD Manager

When Finished

- Brief replacement as necessary
- Return all materials to the Closed POD Manager
- Tear down station, as directed by the Closed POD Manager
- Participate in after-action meetings, as directed
- Sign-out when dismissed

**IF YOU ENCOUNTER A PROBLEM, CONTACT YOUR
CLOSED POD MANAGER IMMEDIATELY**

Sample Job Action Sheets

Position assignment: Triage Personnel

You report to: Triage Supervisor

Staff name: _____

Mission: To assess client's suitability to enter POD.

Get Ready

- Read this entire Job Action Sheet
- Receive assignment, orientation and position training from Closed POD Manager
- Familiarize self with Closed POD layout
- Assist in constructing Closed POD
- If applicable, make copies Triage forms & questions
- Set up station with Triage forms
- Receive medication for self (and family) before dispensing to others

Dispense the Medications

- Greet clients before they enter and assess client suitability to enter Closed POD by asking the following questions:
 - Are you currently sick or experiencing any of the following:
 - Fever or chills
 - Respiratory Symptoms (Cough, Sore Throat, Chest Pain, Shortness of Breath)
 - New skin Lesions (blisters, skin ulcers, black lesions)
 - Nausea or Vomiting
 - Bloody stool or bloody diarrhea

If the client answers **YES** to any of the above direct them to go to their primary care provider or the nearest hospital.

- Maintain a record of the names and number of client's referred to primary care provider or hospital for further care.
- Direct clients to Greeting
- Maintain adequate supply levels
- Provide routine reports to your Closed POD Supervisor
- Report disruptive client behavior to your Closed POD Supervisor
- Performs other duties as assigned by your Closed POD Supervisor

When Finished

- Brief replacement as necessary
- Return all materials to your Closed POD Supervisor
- Tear down station, as directed by your Closed POD Supervisor
- Participate in after-action meetings, as directed
- Sign-out when dismissed

**IF YOU ENCOUNTER A PROBLEM, CONTACT YOUR
CLOSED POD SUPERVISOR IMMEDIATELY**

Sample Job Action Sheets

Position assignment: **Greeter/Educator Supervisor**

You report to: Closed POD Manager

Staff name: _____

Mission: To answer questions and education clients as appropriate for the event.

Get Ready

- Read this entire Job Action Sheet
- Receive assignment, orientation and position training from Closed POD Manager
- Familiarize self with Closed POD layout, especially noting restrooms, emergency exits and flow patterns
- Supervise the Greeter / Educator Personnel
- Assist in constructing Closed POD
- If applicable, make copies of medical screening forms and drug information sheets
- Set up station with medical screening forms, clipboards, pens and drug information sheets
- Receive medication for self (and family), Closed POD staff before dispensing to others

Dispense the Medications

- Greet clients as they enter and provide necessary forms – in addition to medical screening forms, consider distributing the patient education and information forms also.
- Answer client questions within scope of training and qualifications
- Direct clients to Screening
- Maintain adequate supply levels
- Provide routine reports to the Closed POD Manager
- Report disruptive client behavior to the Closed POD Manager
- Performs other duties as assigned by the Closed POD Manager

When Finished

- Brief replacement as necessary
- Return all materials to the Closed POD Manager
- Tear down station, as directed by the Closed POD Manager
- Participate in after-action meetings, as directed
- Sign-out when dismissed

**IF YOU ENCOUNTER A PROBLEM, CONTACT YOUR
CLOSED POD MANAGER IMMEDIATELY**

Sample Job Action Sheets

Position assignment: Greeter/Educator Personnel

You report to: Greeter/Educator Supervisor

Staff name: _____

Mission: To answer questions and education clients as appropriate for the event.

Get Ready

- Read this entire Job Action Sheet
- Receive assignment, orientation and position training from Closed POD Manager
- Familiarize self with Closed POD layout, especially noting restrooms, emergency exits and flow patterns
- Assist in constructing Closed POD
- If applicable, make copies of medical screening forms and drug information sheets
- Set up station with medical screening forms, clipboards, pens and drug information sheets
- Receive medication for self (and family) before dispensing to others

Dispense the Medications

- Greet clients as they enter and provide necessary forms – in addition to medical screening forms, consider distributing the patient education and information forms also.
- Answer client questions within scope of training and qualifications
- Direct clients to Screening
- Maintain adequate supply levels
- Provide routine reports to your Closed POD Supervisor
- Report disruptive client behavior to your Closed POD Supervisor
- Performs other duties as assigned by your Closed POD Supervisor

When Finished

- Brief replacement as necessary
- Return all materials to your Closed POD Supervisor
- Tear down station, as directed by your Closed POD Supervisor
- Participate in after-action meetings, as directed
- Sign-out when dismissed

**IF YOU ENCOUNTER A PROBLEM, CONTACT YOUR
CLOSED POD SUPERVISOR IMMEDIATELY**

Sample Job Action Sheets

Position Assignment: Screener Supervisor

Your Report To: Closed POD Manager

Staff Name: _____

Mission: Conduct initial screening or medical screening for contraindications

Get Ready

- Read this entire Job Action Sheet
- Receive assignment, orientation and position training from Closed POD Manager
- Supervise Screener Personnel
- Familiarize self with screening forms
- Assist in constructing Closed POD
- Set up station with required materials
- Receive medication for self (and family) before dispensing to others

Dispense the Medication

- Review client medical screening form
- Scan medical screening form for contraindication if a “yes” answer is answered on any portion of the form, direct to Medical Screening / Evaluation; otherwise direct to Dispensing
- Direct clients with medical questions that cannot be answered within the scope of your training to Medical Screening / Evaluation Personnel

When Finished

- Brief replacement as necessary
- Return all materials to your Closed POD Manager
- Tear down station, as directed by Closed POD Manager
- Participate in after-action meetings, as directed
- Sign-out if dismissed

**IF YOU ENCOUNTER A PROBLEM, CONTACT YOUR
CLOSED POD MANAGER IMMEDIATELY**

Sample Job Action Sheets

Position Assignment: **Screener Personnel**

You Report To: Screening Supervisor

Staff Name: _____

Mission: Conduct initial screening or medical screening for contraindications

Get Ready

- Read this entire Job Action Sheet
- Familiarize self with screening forms
- Assist in constructing Closed POD
- Set up station with required materials
- Receive medication for self (and family) before dispensing to others

Dispense the Medication

- Review client medical screening form
- Scan medical screening form for contraindication if a “yes” answer is answered on any portion of the form, direct to Medical Screening / Evaluation; otherwise direct to Dispensing
- Direct clients with medical questions that cannot be answered within the scope of your training to Medical Screening / Evaluation Personnel

Follow up

- Brief replacement as necessary
- Return all materials to your Screening Supervisor
- Tear down station, as directed by Screening Supervisor
- Participate in after-action meetings, as directed
- Sign-out if dismissed

**IF YOU ENCOUNTER A PROBLEM, CONTACT YOUR
SCREENING SUPERVISOR IMMEDIATELY**

Sample Job Action Sheets

Position Assignment: Medical Screening / Evaluation Supervisor

You Report To: Closed POD Manager

Staff Name: _____

Mission: Assess contraindications and determine appropriate medication.

Get Ready

- Read this entire Job Action Sheet
- Receive assignment, orientation, and position training from Closed POD Manager
- Familiarize self with screening forms and medical information sheets
- Supervise Medical Screening / Evaluation Personnel
- Assist in constructing Closed POD
- Set up station with required materials
- Receive medication for self and family first before dispensing to others; take first dose

Dispense the Medications

- Review client medical screening form for contraindications
- Determine appropriate medication based on algorithms and annotate on medical screening form
- Direct client to Dispensing with form

When Finished

- Brief replacement as necessary
- Return all materials to the Closed POD Manager
- Tear down station, as directed by the Closed POD Manager
- Participate in after-action meetings, as directed
- Sign-out if dismissed

**IF YOU ENCOUNTER A PROBLEM, CONTACT YOUR
CLOSED POD MANAGER IMMEDIATELY**

Sample Job Action Sheets

Position Assignment: Medical Screening / Evaluation Personnel

You Report To: Medical Screening / Evaluation Supervisor

Staff Name: _____

Mission: Assess contraindications and determine appropriate medication.

Get Ready

- Read this entire Job Action Sheet
- Receive assignment, orientation, and position training from Closed POD Manager
- Familiarize self with screening forms and medical information sheets
- Assist in constructing Closed POD
- Set up station with required materials
- Receive medication for self and family first before dispensing to others; take first dose

Dispense the Medications

- Review client medical screening form for contraindications
- Determine appropriate medication based on algorithms and annotate on medical screening form
- Direct client to Dispensing with form

When Finished

- Brief replacement as necessary
- Return all materials to the Medical Screener / Evaluation Supervisor
- Tear down station, as directed by the Medical Screener / Evaluation Supervisor
- Participate in after-action meetings, as directed
- Sign-out if dismissed

**IF YOU ENCOUNTER A PROBLEM, CONTACT YOUR
MEDICAL SCREENER / EVALUATION SUPERVISOR IMMEDIATELY**

Sample Job Action Sheets

Position assignment: Dispenser Supervisor

You report to: Closed POD Manager

Staff name: _____

Mission: Dispense appropriate medication

Get Ready

- Read this entire Job Action Sheet
- Receive assignment, orientation, and position training from Closed POD Manager
- Familiarize self with screening and dispensing process (including algorithms)
- Supervise Dispensing Personnel
- Assist in construction Closed POD
- Set up station with required materials
- Receive medication for self (and family) first before dispensing to others

Dispense the Medications

- Assure that each client completes a medical screening form
- Weigh children as needed and note weight on medical screening form (delete if not required)
- Review form for contraindications. If no contraindications, dispense as directed. If contraindications exist, follow algorithms for dispensing
- Remove / Record lot # labels from pill bottles or label sheet. Put / Write on clinic medical screening form and on their drug information sheet
- Fill out information on prescription label and adhere to pill bottle or to drug information sheet.
- Dispense appropriate medication and record medication dispensed on medical screening form, initial medical screening form and retain form
- Remind client to complete the entire dosing regimen
- Provide dispensing status updates to your Closed POD Manager as required

When Finished

- Return all materials to Closed POD Manager, including medical screening forms and any unused medication
- Brief replacement as necessary
- Tear down station, as directed by the Closed POD Manager
- Participate in after-action meetings, as directed
- Sign-out if dismissed

**IF YOU ENCOUNTER A PROBLEM WHILE DISPENSING, CONTACT YOUR
CLOSED POD MANAGER IMMEDIATELY**

Sample Job Action Sheets

Position assignment: Dispenser Personnel

You report to: Dispensing Supervisor

Staff name: _____

Mission: Dispense appropriate medication

Get Ready

- Read this entire Job Action Sheet
- Receive assignment, orientation, and position training from Closed POD Manager
- Familiarize self with screening and dispensing process (including algorithms)
- Assist in construction Closed POD
- Set up station with required materials
- Receive medication for self (and family) before dispensing to others

Dispense the Medications

- Assure that each client completes a medical screening form
- Weigh children as needed and note weight on medical screening form (delete if not required)
- Review form for contraindications. If no contraindications, dispense as directed. If contraindications exist, follow algorithms for dispensing
- Remove / Record lot # labels from pill bottles or label sheet. Put / Write on clinic medical screening form and on their drug information sheet
- Fill out information on prescription label and adhere to pill bottle or to drug information sheet.
- Dispense appropriate medication and record medication dispensed on medical screening form, initial medical screening form and retain form
- Remind client to complete the entire dosing regimen
- Provide dispensing status updates to your Closed POD Manager as required

When Finished

- Return all materials to Dispensing Supervisor, including medical screening forms and any unused medication
- Brief replacement as necessary
- Tear down station, as directed by Dispensing Supervisor
- Participate in after-action meetings, as directed
- Sign-out if dismissed

**IF YOU ENCOUNTER A PROBLEM WHILE DISPENSING, CONTACT YOUR
DISPENSING SUPERVISOR IMMEDIATELY**