

APPENDIX B: Job Action Sheets

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POSITION #1, TITLE: SECURITY

Direct Supervisor: Incident Command/Local Police Authority

Mission: Ensure overall security of the facility, personnel, medications, and individuals.

Qualifications: Law enforcement background, supplemented by volunteers. Ability to provide clear concise direction, traffic control background helpful. Ability to stand for long periods of time.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with parking and credentialing procedures.

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Meet supply vehicle with medications and supplies, and provide security to site location.
- ☐ Secure all entrances/exits.
- ☐ Greet vehicles and direct to appropriate parking locations.
- ☐ Direct clients to entrance.
- ☐ Provide security within the facility.
- ☐ Maintain order within and outside the facility, responding as needed to events.
- ☐ Ensure smooth operations.
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Ensure facility is empty of clients
- ☐ Provide security for remaining medications and supplies until returned.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

POSITION # 2, TITLE: JIC PUBLIC INFORMATION OFFICER

Direct Supervisor: Incident Commander

Mission: Responsible releasing accurate and timely information to the media and other outlets.

Qualifications: Appointed by selectmen / town manager.

POSITION RESPONSIBILITIES

Pre Emergency

- ☐ Be familiar with Risk Communication Plans.
- ☐ Attend Formal Risk Communications Trainings

Primary Responsibilities During Emergency

- ☐ Ensuring that all information is clear, confirmed and approved by appropriate authority before release to the media or public.
- ☐ NOT releasing unconfirmed information or speculating on the extent of the emergency, despite repeated urging by reporters to do so.
- ☐ Monitoring news programs and reviewing news articles for accuracy and correcting serious misinformation whenever possible.
- ☐ Establishing a Joint Information Center/Media Center and providing sufficient staffing and telephones to handle incoming media and public inquires and gathering information.
- ☐ Provide public information according to priorities.
- ☐ Ensuring that official spokes persons are thoroughly briefed about all aspects of the emergency.
- ☐ Keeping the Infectious Disease Coordinator/Incident Commander informed of all media actions taken or planned.
- ☐ Keeping Public Information Officers in their jurisdictions and at other government levels informed of information released.
- ☐ Maintaining a log and file of all information.
- ☐ Releasing emergency instructions/information to the public as necessary. (Closing of public facilities, where to get vaccine, etc.)
- ☐ Releasing prevention, control and treatment information, as appropriate.
- ☐ Respond promptly to media and public calls.
- ☐ Releasing public inquiry ("rumor control") telephone line number when it is staffed.
- ☐ Attend periodic briefings and planning sessions.
- ☐ Consider additional methods of distributing emergency instructions.
- ☐ Arrange media briefings/press conferences on a regular or "as needed" basis.
- ☐ Preparing news releases, as required.
- ☐ Providing emergency information in foreign languages, as required.
- ☐ Releasing morbidity and mortality figures when obtained.

Post Emergency

- ☐ Review the response to the emergency.
- ☐ Identify what aspects were inadequate in responding to the emergency.

POSITION #3, TITLE: BOARD OF HEALTH/SELECTMEN/TOWN COUNCIL/TOWN MANAGER

Direct Supervisor: Chairman Board of Health

Mission: Responsible for the health and safety of the citizens of the community.

Qualifications: Elected and appointed officials.

POSITION RESPONSIBILITIES
Pre Emergency <ul style="list-style-type: none">❑ Appoint an Infectious Disease Coordinator and Public Information Officer.
Primary Responsibilities During Emergency <ul style="list-style-type: none">❑ Decide whether the Infectious Disease Coordinator or someone else will function as the Incident Commander during an infectious disease emergency.❑ Assess the overall situation including the level of resources needed to deal with the problem❑ Determine who has resources and capacities to share in an infectious disease emergency and how these resources can be obtained.❑ Consider the need for a local emergency declaration in consultation with Infectious Disease Coordinator and Emergency Manager.❑ Be provided with copies of all press releases and summaries of all statements provided to the media in live or taped broadcasts.❑ Set-up regular situation updates with Infectious Disease Coordinator.❑ Refer specific questions to the Public Information Officer, but be prepared to answer policy related questions in coordination with the Incident Commander.
Post Emergency <ul style="list-style-type: none">❑ Review the response to the emergency.❑ Identify any aspects of the emergency response that were inadequate.

POSITION #4, TITLE: LOCAL INFECTIOUS DISEASE COORDINATOR

Direct Supervisor: Appointed by Board of Health

Mission: Responsible for planning and managing an infectious disease emergency.

Qualifications: May be the Health Agent or any other person with Public Health or Medical background.

POSITION RESPONSIBILITIES

Pre Emergency

- ☐ Provide training in emergency response for all personnel who would be involved in responding to an infectious disease emergency.
- ☐ Ensure that local infectious disease plan is developed either as an annex or supplement to the community's existing All Hazards Emergency Operation Plan.
- ☐ Identify gaps in local infrastructure and resources that, if not corrected in advance, may interfere with an effective response.
- ☐ Identify the number and location(s) of Emergency Dispensing Sites necessary to meet treatment needs of entire population of the community.
- ☐ Develop a "marketing strategy" to inform key government officials, legislators, and various stakeholders of the need to address and resolve these gaps in advance of an infectious disease emergency.
- ☐ Coordinate planning activities with bordering jurisdictions and unique populations.
- ☐ Review and modify the plan as needed on a periodic basis, at least annually.

Primary Responsibilities During Emergency

- ☐ Activate communications plan.
- ☐ Begin vaccine/pharmaceutical distribution if appropriate.
- ☐ Notify key government officials and legislators of the need for additional monetary resources (if not already available).
- ☐ Confer with Lead Medical Screener as needed (at each EDS).
- ☐ Begin heightened surveillance at area hospitals and clinics.
- ☐ Coordinate activities with neighboring jurisdictions.
- ☐ Interface with appropriate counterparts at state level.
- ☐ Brief incoming shift replacement

Post Emergency

- ☐ Review the response to the emergency.
- ☐ Identify any aspects of the emergency response detailed in the IDEP that were inadequate..
- ☐ Amend IDEP to reflect response lessons.

POSITION #5, TITLE: EDS Coordinator

Direct Supervisor: Incident Commander at the EOC

Mission: Responsible for the overall operation of the EDS, is the primary decision maker for the EDS and supervises all section chiefs.

Qualifications: Strong managerial and leadership skills. Gets along well with many different kinds of people. Able to multi-task and is calm under pressure.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Run overall staff briefing.
- ☐ Meet with section chiefs and conduct on-site briefing.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with EDS plan.
- ☐ Receive briefing from BOH and/or Incident Commander and report back as necessary to ensure mission completion.
- ☐ Establish time schedule for planning meetings, briefings and team meetings.
- ☐ Establish chain of command and performance expectations for all staff.
- ☐ Establish communications and communication protocol with all staff members.
- ☐ Contact Incident Commander at the EOC with the projected time that the EDS will be ready to receive SNS material assets.

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Meet with Section Chiefs daily (and as often as needed) to discuss ongoing site issues.
- ☐ Brief staff daily on most current event information and any changes in EDS process
- ☐ Ensure consistency of information provided to the clients at the site (in consultation with PIO).
- ☐ Keep officials at the EOC and local town officials apprised of operations and any problems that threaten the mission.
- ☐ Brief incoming EDS coordinator when shift is over.
- ☐ Make final decision for any disagreements concerning site operation.
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Conduct exit interviews with staff members and appropriate local officials.
- ☐ Ensure that an after action review occurs and is documented for After Action Report.
- ☐ Participate in de-briefing.

POSITION #6, TITLE: Public Information Officer

Direct Supervisor: EDS Coordinator

Mission: Provide public information/communication support to EDS. Coordinate media responses with JIC and train staff in appropriate communication techniques/responses.

Qualifications: Excellent communication skills, articulate; ability to remain calm under pressure. Good writing skills.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from EDS Coordinator.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with disease being treated with the assistance of the Operations Chief or Physician Evaluator
- ☐ Brief staff on Tips for Communicating with the Public
- ☐ Brief staff on Disease and EDS FAQs so answers are consistent
- ☐ Brief staff on protocol for responding to questions without known answers
- ☐ Submit EDS information for Joint Information Center(JIC) to EDS Coordinator
- ☐ Assist in gathering and setting up EDS educational materials (fact sheets, drug information sheets etc,)

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Provide ongoing support for staff communicating with the public
- ☐ Coordinate media responses with JIC at EOC
- ☐ Provide most current information to JIC regarding EDS (wait times, status updates etc.)
- ☐ Determine most frequently asked questions (FAQs) and craft responses in consultation with Operations Chief or Physician Evaluator
- ☐ Maintain a log and file of all information
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Deal with any last minute media/public information requests
 - ☐ Identify issues for After Action Report.
 - ☐ Participate in de-briefing.
-

POSITION #7, TITLE: Logistics Section Chief

Direct Supervisor: EDS Coordinator

Mission: Responsible for all necessary communication, support and service to ensure the proper and efficient operation of the EDS site.

Qualifications: Strong organizational and managerial skills.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Run overall Logistics staff briefing.
- ☐ Meet with EDS Coordinator and conduct on-site briefing.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with EDS plan.
- ☐ Establish time schedule for Logistic staff meetings.
- ☐ Establish chain of command and performance expectations for all logistic support staff.
- ☐ Establish communications and communication protocol with all logistic support staff members.
- ☐ Establish a plan for providing distribution and services at site, i.e., food, supplies including medical supplies NOT from SNS, Child Care.
- ☐ Establish a plan with IT Support to provide necessary computer networks throughout EDS
- ☐ Establish a plan with Tactical Communications to obtain and maintain tactical internal and external communications systems for EDS.
- ☐ Contact EDS Coordinator to receive projected time of when EDS will be ready to receive SNS material assets.

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Meet with EDS Coordinator daily (and as often as needed) to discuss ongoing logistical issues.
- ☐ Remain aware of all communications, service and support needs at EDS
- ☐ Work with Procurement Officer to obtain the necessary service and supplies
- ☐ Directly overseeing all aspects of communications, service and support systems
- ☐ Brief communications, service and support staff daily on most current event information and any changes in EDS, service or support processes
- ☐ Brief incoming EDS coordinator and incoming Logistics Section Chief when shift is over.
- ☐ SIGN OUT

Deactivation Phase

- ☐ Conduct exit interviews with communication, service and support staff members
- ☐ Ensure that an after action review occurs and is documented for After Action Report.
- ☐ Participate in de-briefing.

POSITION #8, TITLE: IT Support

Direct Supervisor: Logistics Section Chief

Mission: Set up and maintain an IT network at the EDS and ensure communication with other networks

Qualifications: Strong working knowledge of computer technology. Able to establish computer networks (wireless and hard-wired).

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with computers at EDS
- ☐ Work with EDS Coordinator to establish communication with HHAN
- ☐ Obtain password (if necessary) for onsite computer network
- ☐ Train appropriate staff on network computers
- ☐ Create town website for emergency information

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Ensure proper functioning of onsite computers
- ☐ Maintain town website and place information updates as required by the EDS Coordinator/PIO
- ☐ Maintain internet communications with HHAN, MDPH, and other participating agencies
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
 - ☐ Identify issues for After Action Report.
 - ☐ Participate in de-briefing.
-

POSITION #9, TITLE: Tactical Communications

Direct Supervisor: Logistics Section Chief

Mission: Obtain and maintain tactical internal and external communications systems for EDS.

Qualifications: Non-medical. Knowledge and training in radio communications and other communication forms.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with communication plans for EDS
- ☐ Work with Logistics Chief to create an operational communications plan
- ☐ Set up onsite Communications Center
- ☐ Obtain current directory for phone/fax/pager/Nextel numbers
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with internal EDS (PA/phones/radios) communication equipment
- ☐ Gather necessary communications equipment/back-up equipment and batteries for EDS
- ☐ Test communications systems and back-ups
- ☐ Distribute phone list/call letters for communicating to all personnel along with communication protocols
- ☐ Ensure communication with Security, EOC and other cooperating agencies (MEMA etc.)
- ☐ Train staff in use of communications systems

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Manage and maintain internal and external communication systems
- ☐ Ensure supply of back-up batteries/chargers and alternate communications
- ☐ Assign radios/pagers (if used) to staff personnel/shift)-sign out sheet maintained
- ☐ Work with IT to ensure communication via internet
- ☐ Manage messaging system
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Ensure that all radios/pagers given out are returned and in good working order
- ☐ Return communications equipment to the proper authority
- ☐ Identify and tag all equipment needing repair and/or replacement
- ☐ Turn in Communications logs to Logistics Chief
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

POSITION #10, TITLE: Child Care Worker

Direct Supervisor: Logistics Section Chief

Mission: Welcome and orient parent (s)/guardian(s) & child. Provide safe, secure, organized and appropriate child care for children of varying ages while parent(s)/guardian(s) are either responders at or visitors* to the EDS site.

Qualifications: CORI approved. Non-medical, able to provide safe and appropriate care for children of varying ages for extended periods. Ability to spot people: parent(s) /guardian(s), children who may need additional assistance.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with child care area and facilities.

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Greet parent(s)/guardians(s) and children as they arrive and answer questions about the child care services at the facility.
- ☐ Provide both parent(s)/guardian(s) with corresponding identification bracelets.
- ☐ Identify individuals who may need translators, mental health consultation or additional assistance. Notify direct supervisor as needed.
- ☐ Monitor children within the child care area, providing safe age appropriate toys, books, games, drinks (juice/water) and snacks, quiet space, etc. in a enclosed designated area
- ☐ Monitor children for signs of stress/anxiety, trauma, unusual behavior. Notify direct supervisor as needed.
- ☐ Monitor child care area for safety, security, and cleanliness
- ☐ Return child to parent(s)/guardian(s) with corresponding identification bracelet
- ☐ Supervise area so no unauthorized adults or other children are allowed in area or to interact with children in the child care area.
- ☐ Ensure that all children are returned to the caregiver that dropped them off.
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Ensure that all children have been returned to the caregiver that dropped them off.
- ☐ Assist with the teardown and re-packing of the assigned area.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

- Access/use of Child Care space to be determined by City/Town.

POSITION #11, TITLE: Maintenance/Custodial

Direct Supervisor: Logistics Section Chief

Mission: To maintain the mechanical, electrical and plumbing aspects of the EDS and maintain cleanliness of the site. Key personnel for setting up and dismantling the EDS.

Qualifications: Maintenance/custodial experience preferred. Knowledge of mechanics, electricity, and/or plumbing. Able to perform physical labor.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Assist in site set-up.
- ☐ Assist in placement of EDS signage
- ☐ Assist security in setting up crowd and traffic control barriers

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Maintain cleanliness of site
- ☐ Ensure comfortable environment for staff and clients
- ☐ Maintain and repair site machinery, electrical, plumbing within capabilities.
- ☐ Stock bathrooms.
- ☐ Make sure walkways are passable during inclement weather.
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the site.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

POSITION #12, TITLE: Food Preparation

Direct Supervisor: Logistics Section Chief

Mission: To ensure that all staff/volunteers have adequate food and beverage. This may require some meal preparation or picking up food from designated food vendors and setting up staff dining area.

Qualifications: Non-medical.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Set up staff dining area and familiarize self with kitchen area.

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Pick up or receive food from designated food vendor and prepare/cook/warm food if necessary.
- ☐ Set up dining area.
- ☐ Prepare coffee/tea and other beverages for staff breaks.
- ☐ Clean kitchen and dining area after each meal/snack.
- ☐ Check food/beverage supplies and re-stock as necessary.
- ☐ Notify Security of imminent Food Vendor delivery
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

POSITION #13, TITLE: Supply

Direct Supervisor: Logistics Section Chief

Mission: Ensure that EDS is stocked with appropriate supplies. Check supplies and notify supervisor when re-ordering necessary. Pick up supplies at vendors if directed.

Qualifications: Non-medical, must be able to be on feet for long periods. Must have current driver's license and car.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with EDS supply list and storage areas

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Take supplies to required stations as directed
- ☐ Check supply availability and notify supervisor when running low
- ☐ Pick up supplies from local vendors if vendors are unable to deliver
- ☐ Notify supervisor of any new supply requests by station staff
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

POSITION #14, TITLE: Finance Section Chief Coordinator

Direct Supervisor: EDS Coordinator

Mission: Documenting costs in order to obtain available State & Federal reimbursements in situation of declared emergencies.

Qualifications: Strong financial, organizational and managerial skills.

***In smaller Site operations, it is feasible to combine Finance & Administration Chiefs**

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Run overall Finance staff briefing.
- ☐ Meet with EDS Coordinator and conduct on-site briefing.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with EDS plan.
- ☐ Establish time schedule for Finance staff meetings.
- ☐ Establish chain of command and performance expectations for all finance support staff.
- ☐ Establish communications and communication protocol with all finance support staff members.
- ☐ Establish a plan for tracking all data, i.e., materials, supplies, communication devices, equipment, patient information, etc.
- ☐ Maintain and secure collection of forms reflecting EDS tracking of data, i.e., materials, supplies, communication devices, equipment, patient information, etc.

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Meet with EDS Coordinator daily (and as often as needed) to discuss ongoing financial issues.
- ☐ Remain aware of all documentation required to apply for State and/or Federal reimbursements.
- ☐ Directly oversee all aspects of the documentation process.
- ☐ Brief finance support staff daily on most current event information and any changes in EDS, documentation collection processes
- ☐ Brief incoming EDS coordinator and incoming Finance Section Chief when shift is over.
- ☐ SIGN OUT

Deactivation Phase

- ☐ Conduct exit interviews with finance support staff members
- ☐ Turn in all documentation to EDS Coordinator
- ☐ Ensure that an after action review occurs and is documented for After Action Report.
- ☐ Participate in de-briefing.

POSITION #15, TITLE: Administration Section Chief

Direct Supervisor: EDS Coordinator

Mission: Procure and track materials required to maintain the EDS. Maintain and track all personnel time records.

Qualifications: Strong financial, organizational and managerial skills.

***In smaller Site operations, it is feasible to combine Finance & Administration Chiefs**

POSITION RESPONSIBILITIES	
Initial Action/Planning Phase	
<ul style="list-style-type: none"><input type="checkbox"/> Review your Position Checklist and check off tasks as they are completed.<input type="checkbox"/> Sign In for EDS shift, obtain credentialing and put on ID badge.<input type="checkbox"/> Run overall Administrative staff briefing.<input type="checkbox"/> Meet with EDS Coordinator and conduct on-site briefing.<input type="checkbox"/> Familiarize self with clinic layout and process.<input type="checkbox"/> Familiarize self with EDS plan.<input type="checkbox"/> Establish time schedule for Administrative staff meetings.<input type="checkbox"/> Establish chain of command and performance expectations for all administrative support staff.<input type="checkbox"/> Establish communications and communication protocol with all administrative support staff members.<input type="checkbox"/> Establish a plan for procurement and tracking of materials required to maintain the EDS<input type="checkbox"/> Establish and maintain system for tracking of all personnel time records.<input type="checkbox"/> Maintain and secure information reflecting procurement and tracking of materials required to maintain the EDS.<input type="checkbox"/> Maintain and secure information reflecting the tracking of all personnel time records.	
Primary Responsibilities During Site Operation	
<ul style="list-style-type: none"><input type="checkbox"/> SIGN IN FOR SHIFT<input type="checkbox"/> Meet with EDS Coordinator daily (and as often as needed) to discuss ongoing administrative issues.<input type="checkbox"/> Remain aware of all procurement and personnel time documentation required to apply for State and/or Federal reimbursements.<input type="checkbox"/> Directly oversee all aspects of the procurement and tracking process<input type="checkbox"/> Directly oversee all aspects tracking personnel time.<input type="checkbox"/> Brief administrative support staff daily on most current event information and any changes in EDS, procurement and tracking processes<input type="checkbox"/> Brief incoming EDS coordinator and incoming Administration Section Chief when shift is over.<input type="checkbox"/> SIGN OUT	
Deactivation Phase	
<ul style="list-style-type: none"><input type="checkbox"/> Conduct exit interviews with administrative support staff members<input type="checkbox"/> Turn in all documentation to EDS coordinator<input type="checkbox"/> Ensure that an after action review occurs and is documented for After Action Report.<input type="checkbox"/> Participate in de-briefing.	

POSITION #16, TITLE: Staff Time Recorder

Direct Supervisor: Finance/Administration Chief

Mission: In Charge of tracking and maintaining on-site staff time logs.

Qualifications: Non-medical. Administrative/Clerical skills. Attention to details

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with all time related forms, i.e. records, staff sign in/out

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Oversee staff sign in/out
- ☐ Complete all necessary time keeping records
- ☐ Ensure all forms are completed and legible with signatures
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
- ☐ Ensure all forms have been turned in to the Finance Section Chief supervisor
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

POSITION #17, TITLE: Procurement Officer

Direct Supervisor: Finance/Administration Chief

Mission: In charge of obtaining materials and supplies needed to maintain the site

Qualifications: Purchasing experience preferred. Attention to Detail. Excellent record keeping

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with all procurement related forms, vendors and available City/Town resources i.e., other schools, storage, departments
- ☐ Establish vendor delivery schedule in conjunction with EDS Coordinator and Security

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Oversee procurement of all supplies necessary to the EDS.
- ☐ Complete all necessary purchasing/procurement records
- ☐ Ensure all forms are completed and legible with signatures
- ☐ Notify security of any unscheduled vendor deliveries
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
 - ☐ Ensure all forms have been turned in to the Finance Section Chief.
 - ☐ Identify issues for After Action Report.
 - ☐ Participate in de-briefing.
-

POSITION #18, TITLE: Data Entry

Direct Supervisor: Finance and Administration Chief

Mission: Enter all patient information from appropriate forms into the MDPH Prophylaxis and Vaccination Management System

Qualifications: Non-medical, basic clerical/typing skills, attention to detail; data entry experience helpful. *Must respect patient privacy and confidentiality*

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with all forms
- ☐ Familiarize self with data entry website and process

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Collect forms from Forms Collection Station every 30-60 minutes
- ☐ Ensure all forms are completed and legible with signatures
- ☐ Enter all patient data into the appropriate website forms
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
- ☐ Ensure all forms have been turned in to the Patient Care supervisor
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

POSITION #19, TITLE: Planning Section Chief

Direct Supervisor: EDS Coordinator

Mission: Take EDS plan and make operational. Implement changes/adjustments as situation dictates

Qualifications: Non-medical, attention to detail; able to see problems and create solutions.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing and onsite briefing with EDS coordinator.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with EDS plan
- ☐ Implement plan; adjust to fit situation
- ☐ Create staff shift/schedules.

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Respond to problems at functional stations and make adjustments.
- ☐ Meet with section chiefs to revise plans as needed.
- ☐ Expand or contract plan prn.
- ☐ Adjust staffing prn.
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.
- ☐ Identify problems with plan and suggest solutions.

POSITION #20, TITLE: Operations Chief (Medical Coordinator)

Direct Supervisor: EDS Coordinator

Mission: Responsible for the medical/clinical implementation of the EDS Plan. Works with Patient Flow supervisor, Patient Care supervisor, Transport and Security to ensure the receipt of prophylaxis and smooth operation of EDS.

Qualifications: Medical professional with supervisory experience and strong clinical background.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing and receive onsite briefing from EDS Coordinator.
- ☐ Familiarize self with EDS plan.
- ☐ Familiarize self with clinic layout and process.
- ☐ Determine supervisors and make staff assignments for each functional area.
- ☐ Brief supervisors and staff concerning planned operations
- ☐ Meet with Security to ensure safe operations
- ☐ Work with Logistics to ensure that all medical and operational supplies are available
- ☐ Make sure Medical/Pharmacy/Behavioral Health staff are clear on screening/ treatment protocol
- ☐ Meet with Clinical Staff for JIT training and briefing
- ☐ Ensure all staff/volunteers and their families have received prophylaxis
- ☐ Brief all station staff on procedures for additional supplies, security problems, treatment issues or other problems
- ☐ Familiarize self with all forms to be used
- ☐ Ensure standing orders have been signed
- ☐ Ensure adequate communication networks in place with key agencies

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Monitor patient flow and work with Supervisors to resolve any EDS clinic issues
- ☐ Work with Physician Evaluator on any Medical Screening/Treatment issues
- ☐ Ensure proper collection of paperwork and turn into EDS coordinator
- ☐ Work with Patient Flow supervisor to monitor and adjust patient flow prn
- ☐ Work with Logistics Chief to ensure continued supply of essential items
- ☐ Work with Inventory Manager/Pharmacy to ensure continued supply of medication/vaccine and notify EDS coordinator when time to re-order.
- ☐ Work with Transport to ensure that all transported patients are tracked through the on-site patient tracking system
- ☐ Consult with Security on any adjustments to ensure the public and staff safety
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Coordinate and supervise the breakdown and re-packing of each station.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

POSITION #21, TITLE: Patient Flow Supervisor

Direct Supervisor: Operations Chief

Mission: To ensure smooth flow of the public through the EDS. In charge of the following Group Leaders: Greeters, Registration/Orientation, Translators, Flow Maintenance

Qualifications: Non-medical, good managerial skills, able to stand or walk for long periods; cultural sensitivity and awareness. Knowledge of industry workflow efficiency models helpful.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from Operations Chief
- ☐ Train Group Leaders and/or staff under your supervision
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with all forms
- ☐ Ensure all educational videos/forms are ready (and in the appropriate languages)

Primary Responsibilities During Site Operation

- ☐ SING IN FOR SHIFT
- ☐ Work with Patient Care supervisor to ensure smooth movement of the public through the EDS
- ☐ Work with flow maintenance to adjust clinic flow process/staffing to improve bottlenecks
- ☐ Work with Group Leaders to address problems in their functional areas
- ☐ Check patient throughput hourly and make appropriate adjustments to meet goals
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Coordinate and supervise the teardown and re-packing of the functional area.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

POSITION #22, TITLE: Flow Maintenance

Direct Supervisor: Patient Flow Supervisor

Mission: Ensure a steady/smooth flow of clients at all stations throughout the EDS. Alleviate bottlenecks and backups when feasible.

Qualifications: Good managerial skills. Able to stand and walk for extended periods of time. Knowledge/experience in line management preferred.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with all forms.
- ☐ Familiarize self with all JAS.

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Help direct patients through the various stations at the EDS
- ☐ Monitor EDS process (each station) for real or potential bottlenecks then make agreed upon adjustments after consultation with the Patient Flow Supervisor
- ☐ Assign float staff to appropriate stations to alleviate back-ups/bottlenecks
- ☐ Answer basic questions about the process
- ☐ Ensure families remain together
- ☐ Ensure smooth flow of special populations through EDS
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of EDS.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

Greeters will cross train with Flow Maintenance and Registration/Educators staff whenever possible.

POSITION #23, TITLE: Greeter

Direct Supervisor: Patient Flow Supervisor

Mission: Welcome the public to the EDS, briefly orient them to the process and direct them to Triage.

Qualifications: Calm, reassuring manner but ability to be assertive. Able to stand and walk for extended periods. Good with all kinds of people.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with disease signs and symptoms
- ☐ Familiarize self with protocol for calling security

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Greet public as they approach the EDS and direct them to Triage
- ☐ Orient public to the EDS process (stations)
- ☐ Answer basic questions about illness and EDS process
- ☐ Identify individuals with language barriers and notify translators
- ☐ Identify individuals who may require medical or behavioral health consultation and direct them to Triage (notify Triage if dealing with communicable disease)
- ☐ Hand out Registration forms
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

Greeters will be assigned to the Reception Area. Greeters will cross train with Flow Maintenance and Registration/Educators staff whenever possible.

POSITION #24, TITLE: Registration/Educator

Direct Supervisor: Patient Flow Supervisor

Mission: Answer questions about registration forms and assist public in filling out these forms. Educate public about disease being treated.

Qualifications: Able to stand for extended periods; Articulate, patient person; attention to detail

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with registration form and educational handouts
- ☐ Familiarize self with AV equipment if showing video/DVD
- ☐ Familiarize self with disease and treatment

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Provide public with educational materials (and registration form if necessary)
- ☐ Assist public in filling out registration forms, stressing the importance of filling out forms completely and legibly
- ☐ Answer any questions concerning registration forms and answer basic questions about clinic process
- ☐ Review forms for completeness and legibility prior to person going to next station
- ☐ Direct public to next station
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

Registration/Educator will be assigned to the registration area. They may be cross-trained with Greeters/Flow Maintenance staff.

POSITION #25, TITLE: TRANSLATOR

Direct Supervisor: Patient Flow Supervisor

Mission: Provide interpretation for non-English speaking individuals throughout the dispensing site.

Qualifications: Non-medical, proficiency in both English and another language (including American sign language) for translation. Reassuring, calm, and soothing manner.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Review all dispensing site forms.
- ☐ Become familiar with all educational materials (and translate if necessary).
- ☐ Utilize methods to identify languages available (i.e. country flags).
- ☐ Maintain contact with greeter, registration, flow maintenance and EDS Coordinator, so they are aware of your ability to translate.

Primary Responsibilities During Site Operation

- ☐ Respond to requests for interpretation.
- ☐ Greet the client, introduce yourself, and explain that you are there to provide interpretation to help them through the process.
- ☐ Interpret all verbal instructions, questions, education, and written materials.
- ☐ Provide assistance with forms. EDS staff may need to verbally ask for the information on the form and write in the information given by the client.
- ☐ Accompany individuals through each station of the process.
- ☐ Refer distressed, upset individuals, anxious individuals who need mental health consultation.
- ☐ Request additional supplies as needed.

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

POSITION #26, TITLE: Escort

Direct Supervisor: Patient Flow Supervisor

Mission: Transport disabled/special needs individuals around clinic (via wheelchair as needed); transport ill individuals from Triage to Medical Screening

Qualifications: Non-medical; able to stand and walk for extended periods. Assertive, calm and soothing manner.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with wheelchair functions and locations of handicapped accessible bathrooms and handicapped accessible exits

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Assist special needs clients in moving through each station of the dispensing process.
- ☐ Take ill persons (as directed by Triage) to the Medical Screening Station or to Transport area to await transport to a health care facility.
- ☐ Make sure potentially contagious persons you are transporting keep their mask in place
- ☐ Escort distressed, upset or anxious clients to mental health consultation area.
- ☐ Assure family units remain together and in appropriate lines
- ☐ Direct clients to the appropriate station as needed
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

POSITION #27, TITLE: Patient Care Supervisor

Direct Supervisor: Operations Chief

Mission: Oversee all clinical activities onsite. Oversee Group leaders for Triage, Forms Review/Collection/Distribution, Dispensing, Medical Evaluation, Drug Triage, Behavioral Health

Qualifications: Excellent Medical/Clinical skills.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Review Operations plan
- ☐ Receive assignment-specific briefing from your section chief
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with clinical aspects of the disease, its treatment and drug information sheets
- ☐ Familiarize self with all forms
- ☐ Assign and Brief Group Leaders under your supervision
- ☐ Work with Operations Chief to create staffing assignments

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Ensure smooth operations of clinical activities at EDS
- ☐ Work with Group Leaders to problem solve in their functional areas
- ☐ Work with Patient Flow Group Leader to ensure smooth flow and eliminate bottlenecks throughout EDS
- ☐ Consult with Physician Evaluator/Operations Chief on any disagreements concerning disposition by Medical Screening/Drug Triage
- ☐ Work with Transport Group Leader to ensure smooth transfer of patients to medical facilities
- ☐ Work with Inventory Manager to ensure adequate SNS material assets for site
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Coordinate and supervise the teardown and re-packing of the assigned areas.
- ☐ Ensure all forms have been turned into the Operation Chief
- ☐ Participate in de-briefing.

POSITION #28, TITLE: FORMS REVIEWER

Direct Supervisor: Patient Care Supervisor

Mission: Collect client forms. Check to ensure all documentation is complete and legible. Assist with form completion if necessary.

Qualifications: Non-medical, basic clerical skills, attention to detail.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS Shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with all forms needed.
- ☐ Familiarize self with data entry location.

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Ensure all pages of forms are completed and legible.
- ☐ Ensure that consent form is signed.
- ☐ Assist individuals as needed to complete the forms.
- ☐ Redirect individuals as needed to the appropriate station.
- ☐ Direct client to Drug Triage for any contraindications to treatment
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Collect all remaining materials for clean up.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

POSITION #29, TITLE: Pharmacy/Inventory Manager

Direct Supervisor: Patient Care Supervisor

Mission: Ensure adequate inventory and supervise mixing of any medications; advise medical professionals as needed on drug interactions.

Qualifications: Pharmacist

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with inventory and EDS throughput
- ☐ Familiarize self with medication to be dispensed/drug information sheet
- ☐ Train Dispensing staff/Pharmacy Techs in mixing techniques
- ☐ Familiarize self with EDS/SNS policy for re-supply

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Assess inventory hourly during EDS activation/operation and advise Patient Care Supervisor when inventory needs to be re-ordered
- ☐ Assist in medication preparation
- ☐ Work with Drug Triage to address any problems concerning treatment protocols
- ☐ Receive SNS material assets with Security personnel
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
- ☐ Ensure all inventory is accounted for and forms turned into Patient Care Supervisor
- ☐ Arrange for any unused medication/vaccine to be returned to SNS.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

POSITION #30, TITLE: Drug Triage

Direct Supervisor: Patient Care Supervisor

Mission: To work with the public to ensure that they receive the appropriate treatment. To review any contraindications for a specific treatment and determine proper course of action (in consultation with the patient).

Qualifications: Medical or pharmacy background.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with Drug Treatment protocols, flow charts, drug information sheets and any contraindications to treatment/drug interactions
- ☐ Familiarize self with Drug Triage forms

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Ensure all contraindications to treatment are accurate and valid
- ☐ Work with patient to determine appropriate course of action/alternative treatment
- ☐ Ensure all paperwork is complete and turned in to the appropriate supervisor at the end of the shift
- ☐ Direct to the next appropriate station when evaluation complete.
- ☐ If client opts out or is deferred, provide counseling, document client's status and direct client to Forms Collection station.
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

POSITION #31, TITLE: BEHAVIORAL HEALTH SPECIALIST

Direct Supervisor: Patient Care Supervisor

Mission: To provide behavioral health support and intervention to individuals, communities and emergency responders during the emergency event.

Qualifications: All behavioral health consultants are trained in incident command and Disaster Behavioral Health theory and techniques.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with all forms needed.
- ☐ Introduce self and explain professional role and responsibilities to other staff members in physical area.
- ☐ Familiarize self with location of direct supervisor, clinic supervisor, and security staff.

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Collaborate with clinic staff to create a safe and comfortable environment for attendees to receive information, emergency care, and support.
- ☐ Assess the behavioral health issues/needs of attendees and staff at clinic sites.
- ☐ Provide support to attendees and staff as needed.
- ☐ Provide emergency behavioral health interventions as needed.
- ☐ If necessary, coordinate with clinic staff to arrange transport for distressed individuals to appropriate locations for additional support/intervention.
- ☐ Fill out appropriate form for each contact.
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Deliver contact forms to supervisor at end of shift.
 - ☐ Fill out Behavioral Health clinician form and deliver to supervisor at end of shift
 - ☐ Identify issues for After Action Report.
 - ☐ Participate in de-briefing.
-

POSITION #32, TITLE: MEDICAL SCREENER

Direct Supervisor: Patient Care Supervisor

Mission: Assess individuals for contraindications to medications.

Qualifications: Trained medical professional or individual capable of being trained to carry out screening procedures.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Provide credentials if this has not been previously done.
- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign in for EDS Shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Review educational materials on prophylactic agents, becoming familiar with contraindications, potential drug interactions, vaccine/medication side effects, and disease symptoms.
- ☐ Review screening forms.
- ☐ Assist in setting up dispensing site area.
- ☐ Identify lead Medical Screener (A physician with final recommendation authority).
- ☐ Familiarize self with location of all areas of clinic.

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Provide assistance to triage staff by assisting in the assessment of clients who appear ill.
- ☐ Review screening form for those who have a potential contraindication or drug interaction.
- ☐ Review client medical history and ensure that the consent form is complete.
- ☐ Review medical conditions that could make the client ineligible to receive prophylactic agent.
- ☐ Confer with Lead Medical Screener as needed.
- ☐ Provide answers for medical questions concerning prophylaxis.
- ☐ If there are no contraindications/interactions or disease symptoms, direct client to next appropriate station.
- ☐ For non-English clients, contact an interpreter and obtain information needed to complete the screening form.
- ☐ If client refuses recommendation, document refusal.
- ☐ If client opts out or is deferred, provide counseling, document client's status, and notify Flow Maintenance staff to escort the client to Forms Collections station.
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
 - ☐ Ensure that all collected paperwork associated with this area is turned in to administration.
 - ☐ Identify issues for After Action Report.
 - ☐ Participate in de-briefing.
-

POSITION #33, TITLE: DISPENSING STAFF

Direct Supervisor: Patient Care Supervisor

Mission: Provide Clients with prophylactic agents.

Qualifications: Licensed medical professional with legal authority to administer/deliver medications (Please note: Those with this authority may change in an emergency)

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Provide credentials if this has not been previously done.
- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Review educational materials on medications, becoming familiar with appropriate administration techniques, contraindications, potential drug interactions, vaccine/medication side effects, and disease symptoms.
- ☐ Assist in setting up dispensing site area.
- ☐ Meet with lead Medical Screener.
- ☐ Familiarize self with clinic layout and process.
- ☐ Review emergencies orders and become familiar with placement of ER supplies.

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Identify recipients of medication.
- ☐ Review screening form to assure it is completed.
- ☐ Be prepared to treat emergency situations.
- ☐ Confer with Lead Medical Screener as needed.
- ☐ Provide appropriate environment to give necessary medication, assuring as much privacy as possible.
- ☐ Provide clients with needed prophylaxis.
- ☐ Assure follow-up is complete (dressing in the case of some immunizations/education).
- ☐ Complete and sign paperwork necessary.
- ☐ Direct clients to forms collection area.
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
- ☐ Ensure that all collected paperwork associated with this area is turned in to administration.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

POSITION #34, TITLE: Forms Collector

Direct Supervisor: Patient Care Supervisor

Mission: Collect client forms. Check to ensure all documentation is complete and legible.

Qualifications: Non-medical, basic clerical skills, attention to detail

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your Position Checklist and check off tasks as they are completed.
- ☐ Sign In for EDS shift, obtain credentialing and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with all forms
- ☐ Familiarize self with data entry location and EDS client exits

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Collect ALL forms from clients as they exit the site
- ☐ Ensure all forms are completed and legible with signatures
- ☐ Check registration form for labels and make sure there is agreement between labels/forms
- ☐ Answer any last minute questions that clients may have and provide follow-up/educational materials
- ☐ Note departure time
- ☐ Direct clients to the exit
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
- ☐ Ensure all forms have been turned in to the Patient Care supervisor (if no data entry personnel available)
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.

POSITION # 35, TITLE: TRIAGE

Direct Supervisor:

Mission: To triage new arrivals and determine if they require immediate communicable disease isolation or medical assistance.

Qualifications: Medical background, ability to quickly assess situation. Calm, reassuring manner.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- ☐ Review your job action checklist and check off tasks as they are completed.
- ☐ Sign in for EDS shift, obtain and put on ID badge.
- ☐ Attend overall staff briefing.
- ☐ Receive assignment-specific briefing from your supervisor.
- ☐ Familiarize self with clinic layout and process.
- ☐ Familiarize self with disease signs and symptoms and educational materials.

Primary Responsibilities During Site Operation

- ☐ SIGN IN FOR SHIFT
- ☐ Evaluate people and direct them into proper areas for treatment.
- ☐ Assess individuals who appear ill and divert them from EDS flow.
- ☐ Assign an escort to take appropriate individuals to Medical Screening.
- ☐ Assess need for immediate transport versus travel with family to receiving facility.
- ☐ Identify individuals with language barriers and notify translators.
- ☐ Identify individuals who will need physical assistance and divert to area for assistance.
- ☐ Identify individuals who will need Behavioral Health Consultation and have them escorted to the appropriate treatment area.
- ☐ Brief incoming shift replacement
- ☐ SIGN OUT

Deactivation Phase

- ☐ Assist with the teardown and re-packing of the assigned area.
- ☐ Ensure that all collected paperwork associated with this area is turned into administration.
- ☐ Identify issues for After Action Report.
- ☐ Participate in de-briefing.