**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 directs 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.

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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.

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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.
  - Establish contact with liaison counterparts of each assisting and cooperating agency (i.e., municipal EOC).

**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:

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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:

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## 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:

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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:

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**SUPPLY / FORMS ROUTER**

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<td>Logistics Command Center: __________</td>
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**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:

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**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:

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# SUPPORT STAFF

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<th>Position Assigned To:</th>
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<tr>
<td>Report To:</td>
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<tr>
<td>(Materials Coordinator)</td>
<td>Radio: _____________</td>
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<td>Logistics Command Center:</td>
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**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:

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**TRANSPORTATION STAFF**

<table>
<thead>
<tr>
<th>Job Description</th>
<th>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.</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>Good organization skills and valid driver’s license.</td>
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<tr>
<td>Mission</td>
<td>Organizes and delivers communications and/or messages.</td>
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</table>
| 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:  
|                 | ___________________________________________________________________________________________________________________________________  
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**Position Assigned To:** ____________________________

**Report To:** ____________________________ (Materials Coordinator) **Radio:** __________

**Logistics Command Center:** ____________________________ **Telephone:** __________
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:

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## PROCEDURES COORDINATOR

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<td>Report To:</td>
<td>__________________________ (Clinic Unit Coordinator) Radio: ____________</td>
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<td>Operations Command Center:</td>
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### 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:

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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:

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TRIAGE GREETER/FORMS DISTRIBUTOR

| 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**

1. Receive appointment and briefing from Triage / Medical Coordinator.
2. Obtain packet containing Section’s Job Action Sheets.
3. Read this entire Job Action Sheet and review organizational chart.
4. 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).
5. Acts as administrative reception to members of the public seeking information and treatment.
6. 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.
7. Directs citizens to the triage educator area while they complete the treatment record and consent forms.
8. Answer citizens questions or refers the to the Triage / Medical Coordinator.
9. 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:**

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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:

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# REGISTRATION STAFF

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| 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:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________