

DISPENSING LEAD-*Yellow Vest*

Operations Section

JOB DESCRIPTION: Supervise dispensing staff and oversee all dispensing functions and problem solving. Assist reviewing medical history forms and administering prophylaxis vaccinations


Position Assigned to: _____

Qualification: Non Medical

You report to: _____ (Clinic Manager)

POD Site Location: _____ Phone # _____

Done ✓	Task Activation
<input type="checkbox"/>	Report to the Volunteer Check in Station.
<input type="checkbox"/>	Sign in and get: <ul style="list-style-type: none"> ➤ your badge ➤ job assignment ➤ job action sheet ➤ yellow vest ➤ walkie talkie and ➤ your prophylaxis vaccination
<input type="checkbox"/>	Report to the Communication Manager and : <ul style="list-style-type: none"> ➤ Sign out a two-way radio and /or walkie talkie at the beginning of each shift
<input type="checkbox"/>	Receive briefing from the Clinic Manager or previous shift's Clinic Manager
<input type="checkbox"/>	Make sure you know who you report to, what you are doing (jobs), and where you are suppose to go
<input type="checkbox"/>	You will report to your assigned area and give just in time training and a briefing to your staff
<input type="checkbox"/>	The following positions are your staff : <ul style="list-style-type: none"> ➤ Dispensing staff
*	Do not leave your assigned area without authorization from the Clinic Manager
	Meet with your staff:
	<ul style="list-style-type: none"> • Establish chain of command and performance expectations
<input type="checkbox"/>	– You report ONLY to the Clinic Manager
<input type="checkbox"/>	– Your staff is to report ONLY to you, they DO NOT take instructions from or provide information to anyone other than you (or the Safety Officer if regarding a safety issue)
<input type="checkbox"/>	– Any questions, problems, or incidents your staff encounter should be reported to you, NOT to anyone else
<input type="checkbox"/>	– It is important that your staff DO NOT MAKE DECISIONS on their own
<input type="checkbox"/>	<u>Persons who fail to follow instructions from leads in their assigned area or alter their assignment without lead approval may be asked to leave the event. This decision will be at the discretion of the lead or clinic manager</u>
<input type="checkbox"/>	Ensure that each dispenser has received prophylaxis, a badge and a yellow vest. Badges must be worn at all times while on duty.
<input type="checkbox"/>	Refer to the clinic layout sheet and assist with the set up of dispensing site workstations. Each workstation will have the following supplies:

	<ul style="list-style-type: none"> ➤ Table ➤ Chair-one for each dispenser ➤ Medication ➤ A red flag ➤ Folder or box to store consent forms in ➤ Ink pens
<input type="checkbox"/>	Ensure that each dispensing workstation is physically set-up, as shown below, and ready for operation. Notify the clinic manager if you are missing supplies. <i>Established clinic layout must not be altered without the prior approval of the site director</i>
	<p>Oral Medication Dispensing Workstation Set-up</p> 
<input type="checkbox"/>	Ensure that all dispensing staff members receive instruction regarding client information confidentiality
<input type="checkbox"/>	Ensure that all dispensing staff has been advised of appropriate personal protective equipment and received equipment and training if needed
<input type="checkbox"/>	Review medication storage and handling instructions with staff before the beginning of each shift.
<input type="checkbox"/>	Staff will be instructed to use the red flags to alert runners that they need more supplies. Ensure your staff does not let their supplies get too low before they notify the runners that they need supplies
<input type="checkbox"/>	Assist with administering prophylaxis medication to all POD staff and volunteers prior to the opening of the POD to the public and shift change as needed.
<input type="checkbox"/>	Ensure that dispensing flow is maintained and if changes need to be made to correct any congestion or flow problems consult with the Clinic Manager
<input type="checkbox"/>	Communicate long wait times to the Clinic Manager
<input type="checkbox"/>	Assist staff with medical questions, provide clinical expertise
<input type="checkbox"/>	Performs other duties as assigned
	End of shift
<input type="checkbox"/>	Brief oncoming Dispensing Lead that will be taking over your shift
<input type="checkbox"/>	Inform the Clinic Manager if there is no one to replace you at the end of your shift. Do not leave your area without notifying the Site Director.
<input type="checkbox"/>	Return your radio and /or walkie talkie to the Communications Manager, if appropriate
<input type="checkbox"/>	Sign out at the Volunteer Check in Station. Return your vest and pick up your prophylaxis medication for your family members. You must complete a Health Assessment/Consent for Prophylaxis Form for family members for whom you are taking medication home

Deactivation	
<input type="checkbox"/>	Oversee breakdown and re-packing of material and equipment in the dispensing area
<input type="checkbox"/>	Ensure that all records and reports are submitted to the Clinic Manager
<input type="checkbox"/>	Participate in debriefing activities with TCPH if requested
<input type="checkbox"/>	Submit an "After Action Review" and participate in any meetings as required

RADIO/WALKIE TALKIE MESSAGE INSTRUCTIONS

Radio messages will be short, concise, and begin with a sector identifier (ex. Greeting to Dispensing). Radios/cell phones shall be kept charged when not in use. Technical problems should be reported to the Communications Manager. It should be kept in mind that conversations can be monitored by persons not involved in the response effort (e.g. the media).