


**LEAD MEDICAL SCREENER/EDUCATOR (Oral Meds) -RED VEST  
Operations Section**

**JOB DESCRIPTION:** Supervise medical screening staff and oversee all medical screening functions and problem solving. Assist reviewing medical history forms to ensure that the correct medication is dispensed

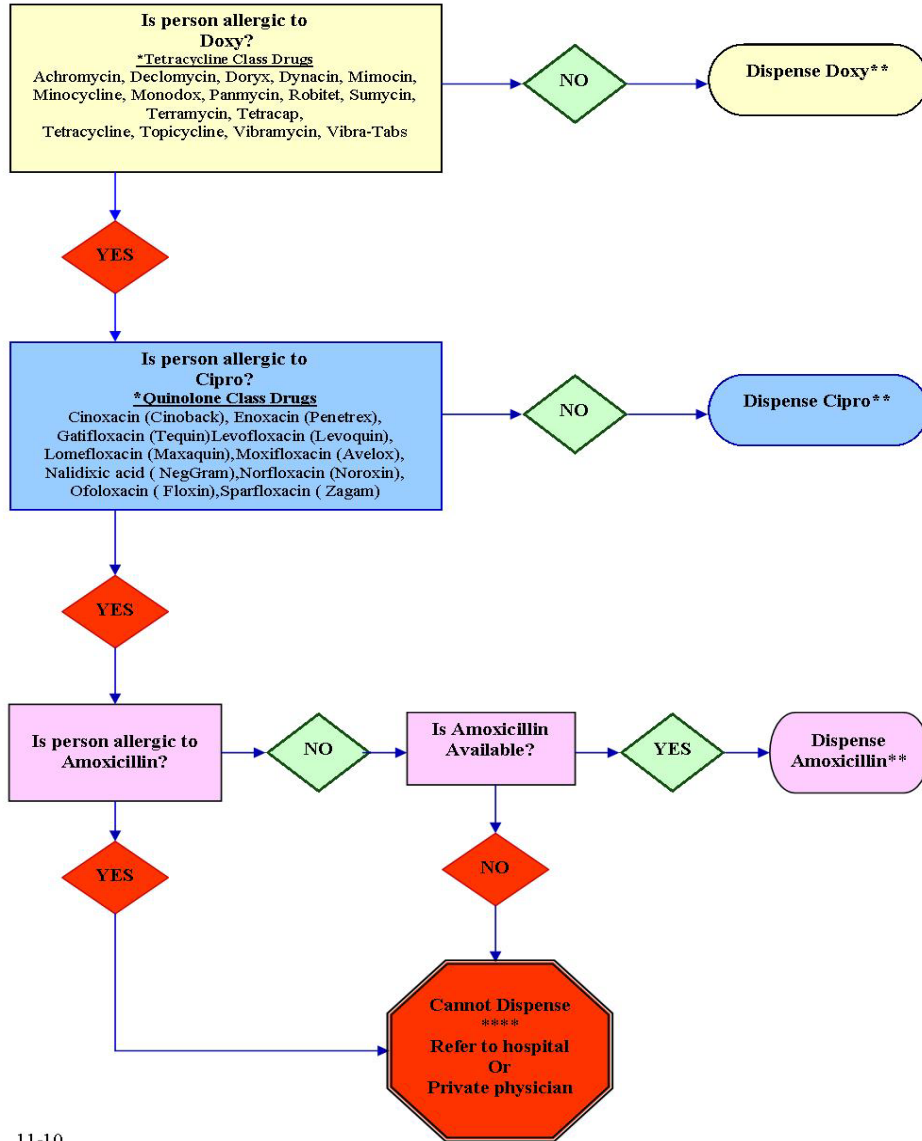
Position Assigned to: \_\_\_\_\_  
**Qualification: Medical License**  
 You report to: \_\_\_\_\_ (Clinic Manager)  
 POD Site Location: \_\_\_\_\_ Phone # \_\_\_\_\_

Done ✓	Task <b>Activation</b>
<input type="checkbox"/>	<b>Report to the Volunteer Check In Station</b>
<input type="checkbox"/>	Sign in and get: <ul style="list-style-type: none"> <li>➤ your badge</li> <li>➤ job assignment</li> <li>➤ job action sheet</li> <li>➤ red vest and</li> <li>➤ receive your prophylaxis vaccination</li> </ul>
<input type="checkbox"/>	Report to the <b>Communication Manager</b> and: <ul style="list-style-type: none"> <li>➤ Sign out a two-way radio and /or walkie talkie at the beginning of each shift</li> </ul>
<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"> <li>➤ Medical Screener/Educator staff</li> </ul>
*	Do not leave assigned area without authorization from your lead
<input type="checkbox"/>	<b>Meet with your staff:</b>
<input type="checkbox"/>	– You report <b>ONLY</b> to the Clinic Manager. <b>DO NOT</b> take instructions from or provide information to anyone other than your lead (or the Safety Officer if regarding a safety issue)
<input type="checkbox"/>	– Any questions, problems, or incidents should be reported to the Clinic Manager, NOT to anyone else
<input type="checkbox"/>	– It is important that you <b>DO NOT MAKE DECISIONS</b> on your own, ask your lead for instructions
	<i><u>If you fail to follow instructions from the lead in your assigned area or alter your assignment without your lead's approval you may be asked to leave the event. This decision will be at the discretion of the site director and/ or the MRC Coordinator</u></i>
<input type="checkbox"/>	You will wear your red vest and badge at all times while on duty
<input type="checkbox"/>	Ensure that all medical screening staff has been advised of appropriate personal protective equipment. And have received equipment and training if needed
<input type="checkbox"/>	Assist with the set up of the medical screening site workstations as shown below. Each workstation will have the following supplies: <ul style="list-style-type: none"> <li>➤ Table</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Chair-one for each screener</li> <li>➤ Medication Information Sheets</li> <li>➤ Screening Algorithm</li> <li>➤ Pediatric dosage and administration sheets</li> <li>➤ A red flag</li> <li>➤ Ink pens</li> </ul>
<input type="checkbox"/>	
<input type="checkbox"/>	Staff will use the red flags to alert staff if they need more supplies. Do not let your supplies get too low before you notify the runners you need supplies
<input type="checkbox"/>	Review medication/vaccine storage and handling instructions with appropriate staff before the beginning of each shift
<input type="checkbox"/>	Assist with administering prophylaxis medication/vaccines to all POD staff and volunteers prior to the opening of the POD to the public
<input type="checkbox"/>	Ensure that screening flow is sustained and if corrections 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
<input type="checkbox"/>	Assist with directing individuals to the dispensing stations verbally and visually, i.e. “Go there and point to the next station” with paperwork, if consent is obtained. <b><u>Collect the clipboards at this station and place in large trash can When can is full signal to runner with red flag to return clipboards to greeter/form station.</u></b>
<input type="checkbox"/>	Consult with clinical manager as needed for clinical expertise
<input type="checkbox"/>	Report to the clinic manager when you encounter problems that you cannot resolve or questions that you cannot answer
<input type="checkbox"/>	Performs other duties as assigned
	<b>End of Shift</b>
<input type="checkbox"/>	Update the Medical Screener Lead that will be taking over your shift
<input type="checkbox"/>	Inform your lead if there is no one to replace you at the end of your shift. Do not leave your workstation without notifying your lead
<input type="checkbox"/>	<b>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</b>
	<b>Deactivation Duties</b>
<input type="checkbox"/>	Assist with break-down and re-packing of material and equipment at your work station
<input type="checkbox"/>	Participate in debriefing activities with TCPH

### Screening Algorithm

The primary antibiotic to be dispensed is **Doxycycline (Doxy)**.



11-10

**\*\* If a child, be sure to refer person to child dosing instruction sheet\*\***