

ADMINISTRATION MANAGER-White Vest
Administration Section

JOB DESCRIPTION: Supervise Administration staff and oversee all record functions / problem solving.

Position Assigned to: _____
Qualifications: Non-medical, administrative, finance background preferred
 You report to: _____ (Site Director)
 POD Site Location: _____ Phone # _____

Done ✓	Task Activation
<input type="checkbox"/>	Report to the Volunteer Check in Station
	Sign in and get: <ul style="list-style-type: none"> ➤ your badge ➤ job assignment, ➤ job action sheet ➤ white vest ➤ clinic manager notebook and ➤ prophylaxis vaccination/medication
<input type="checkbox"/>	Report to the Communication Lead and : <ul style="list-style-type: none"> ➤ Sign out a two-way radio and /or walkie talkie at the beginning of each shift and returned at the end of the shift
<input type="checkbox"/>	Receive briefing from the Site Director or previous shift's Site Director. Ensure knowledge of mission and communicate any concerns or problems prohibiting mission completion
<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"/>	Review the clinic layout with the Site Director. <i>The site director is the <u>only person that has the authority to change any aspect of the pod site layout</u></i>
<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 report directly to you : <ul style="list-style-type: none"> ➤ Documentation Lead
	Meet with your staff:
<input type="checkbox"/>	<ul style="list-style-type: none"> • Establish chain of command and performance expectations <ul style="list-style-type: none"> – Your staff is to report ONLY to you – They work with other staff as assigned by you, but they <u>DO NOT</u> take instructions from or provide information to anyone other than you (or the Safety Officer if regarding a safety issue) – Any questions, problems, or incidents should be reported to you, NOT to anyone else – It is important that they DO NOT MAKE DECISIONS on their own
	<i>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</i>
	<ul style="list-style-type: none"> • Schedule regular breaks for your staff

<input type="checkbox"/>	<ul style="list-style-type: none"> Review Pod layout with your staff 																																			
<input type="checkbox"/>	Ensure that all of your staff complete the training process specific for their job and have received prophylaxis																																			
<input type="checkbox"/>	Ensure that all of your staff has been advised of appropriate personal protective equipment. And have received equipment and training if needed																																			
<input type="checkbox"/>	Ensure that all of your staff members receive instructions regarding client confidentiality																																			
<input type="checkbox"/>	Oversee/assist with the set up of the records management work stations including tables, chairs, laptops, printers, etc.																																			
<input type="checkbox"/>	Oversee the collection and storage of the Health Screening/Consent for Prophylaxis forms in a secure area																																			
<input type="checkbox"/>	Report patient statistic information (age,sex,ect), as requested, to the Site Director. The information will be documented using the manual system as shown.																																			
	<p>EXAMPLE OF MANUAL PATIENT TRACKING FORM</p> <hr/> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="5">PATIENT TRACKING FORM</th> </tr> <tr> <th>POD SITE: <i>Your Assigned POD</i></th> <th colspan="4">DATE:</th> </tr> <tr> <th>AGE:</th> <th>0-8 yrs</th> <th>9 yrs-19 yrs</th> <th>20 yrs-50 yrs</th> <th>> 50 yrs</th> </tr> </thead> <tbody> <tr> <td>MEDICATION DOXY</td> <td>III</td> <td></td> <td>III II</td> <td>I</td> </tr> <tr> <td>MEDICATION CIPRO</td> <td>III</td> <td>I</td> <td>II</td> <td>II</td> </tr> <tr> <td>MEDICATION</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MEDICATION</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">© 2009</p>	PATIENT TRACKING FORM					POD SITE: <i>Your Assigned POD</i>	DATE:				AGE:	0-8 yrs	9 yrs-19 yrs	20 yrs-50 yrs	> 50 yrs	MEDICATION DOXY	III		III II	I	MEDICATION CIPRO	III	I	II	II	MEDICATION					MEDICATION				
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<input type="checkbox"/>	Oversee record storage procedures																																			
<input type="checkbox"/>	Document any costs incurred in clinic operation																																			
<input type="checkbox"/>	Update the site director on your sections activities every 4 hours or sooner if necessary																																			
End of shift																																				
<input type="checkbox"/>	Brief oncoming Administration Manager that will be taking over your shift																																			
<input type="checkbox"/>	Inform the Site Director 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 radios and /or walkie to the Communications Lead																																			
<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 and assist with the break down of the Admin/Finance area work stations																																			
<input type="checkbox"/>	Ensure area is returned to original condition																																			
<input type="checkbox"/>	Ensure that all records and reports are submitted to the appropriate officials																																			
<input type="checkbox"/>	Participate in debriefing activities with TCPH																																			

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).

