

**DOCUMENTATION LEAD-Black Vest**  
Administration Section

**JOB DESCRIPTION:** Supervises the collection and storage of all documents associated with vaccination, prescription or medical history forms in a secure area hourly until the clinic is demobilized.

Position Assigned to: _____ <b>Qualifications:</b> Non-medical. Have good organizational skills You report to: _____ (Adm/Finance Manager) POD Site Location: _____ Phone # _____
--

Done ✓	Task <b>Activation</b>
<input type="checkbox"/>	<b>Report to the Volunteer Management Station</b>
	Sign in and get: <ul style="list-style-type: none"> <li>➤ your badge</li> <li>➤ job assignment,</li> <li>➤ job action sheet</li> <li>➤ black vest</li> <li>➤ clinic manager notebook and</li> <li>➤ prophylaxis vaccination/medication</li> </ul>
<input type="checkbox"/>	Report to the <b>Communication Lead</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 and returned at the end of the shift</li> </ul>
<input type="checkbox"/>	Receive briefing from the Adm/Finance Manager or previous shift's Adm/Finance 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"/>	Review the clinic layout with the Adm/Finance Lead. <b><i>The site director is the only person that has the authority to change any aspect of the pod site layout</i></b>
<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>➤ Records Management</li> </ul>
*	Do not leave assigned area without authorization from your lead
	<b>Meet with your staff:</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Establish chain of command and performance expectations               <ul style="list-style-type: none"> <li>– You report <b>ONLY</b> to the Administration Manager</li> <li>– Your staff is to report <b>ONLY</b> to you, they <b>DO NOT</b> take instructions from or provide information to anyone other than you (or the Safety Officer if regarding a safety issue)</li> <li>– Any questions, problems, or incidents should be reported to you, <b>NOT</b> to anyone else</li> <li>– It is important that they <b>DO NOT MAKE DECISIONS</b> on their own</li> </ul> </li> </ul>
	<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</i>

	<u>decision will be at the discretion of the lead</u>																														
<input type="checkbox"/>	Ensure that your staff has received prophylaxis, a badge and a black vest. Badges and vests must be worn at all times while on duty																														
<input type="checkbox"/>	Ensure that all staff have been advised of appropriate personal protective equipment																														
<input type="checkbox"/>	Set up your work station																														
<input type="checkbox"/>	Oversee the collection and storage of the Health Screening/Consent for Prophylaxis forms.																														
<input type="checkbox"/>	Oversee the hourly collection and storage of all vaccination, prescription or medical history forms from the Clinic Area																														
<input type="checkbox"/>	Oversee the collection of patient statistic information (age,sex,ect), as requested. 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> <td>POD SITE: <i>Your Assigned POD</i></td> <td colspan="4">DATE:</td> </tr> <tr> <th>AGE</th> <th>0-8 yrs</th> <th>9 yrs-19 yrs</th> <th>20 yrs-50 yrs</th> <th>&gt; 50 yrs</th> </tr> </thead> <tbody> <tr> <td>MEDICATION DOXY</td> <td>    </td> <td></td> <td>       </td> <td> </td> </tr> <tr> <td>MEDICATION CIPRO</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					MEDICATION CIPRO					MEDICATION				
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																															
MEDICATION CIPRO																															
MEDICATION																															
<input type="checkbox"/>	Ensure all forms are placed in a secure area for central storage and access																														
<input type="checkbox"/>	Prepare reports for Site Director and other clinic staff as directed																														
<input type="checkbox"/>	Ships records to appropriate public health region when directed																														
<input type="checkbox"/>	Performs other duties as assigned																														
	<b>End of shift</b>																														
<input type="checkbox"/>	Brief oncoming Documentation Lead that will be taking over your shift																														
<input type="checkbox"/>	Inform the Adm/Finance Manager if there is no one to replace you at the end of your shift. Do not leave your area without notifying the lead																														
<input type="checkbox"/>	Return your radio and /or walkie talkie to the Communications Lead																														
<input type="checkbox"/>	<b>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</b>																														
<input type="checkbox"/>	Oversee breakdown and re-packing of material and equipment in your area																														
<input type="checkbox"/>	Pack records for shipment to the appropriate public health region when directed																														
<input type="checkbox"/>	Ensure that all records and reports are submitted to the Administration Manager																														
<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).