



**LEAD MEDICAL SCREENER/VACCINATOR *Red Vest***  
Operations Section

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

Position Assigned to: \_\_\_\_\_  
**Qualification:** Physician, Physician Assistant, Nurse Practitioner, Nurse, or EMS  
 You report to: \_\_\_\_\_ (Clinic Manager)  
 POD Site Location: \_\_\_\_\_ Phone # \_\_\_\_\_

Done ✓	Task <b>Activation</b>
<input type="checkbox"/>	Report to the Volunteer Check in Station.
<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>➤ 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"/>	The following positions are your staff : <ul style="list-style-type: none"> <li>• Screener/Vaccinator staff</li> </ul>
*	Do not leave assigned area without authorization from the Clinic Manager
<input type="checkbox"/>	<b>Meet with your staff:</b> <ul style="list-style-type: none"> <li>• Establish chain of command and performance expectations</li> </ul>
<input type="checkbox"/>	– You report <b>ONLY</b> to the Clinic Manager
<input type="checkbox"/>	– 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)
<input type="checkbox"/>	– Any questions, problems, or incidents your staff encounter should be reported to you, <b>NOT</b> to anyone else
<input type="checkbox"/>	– It is important that your staff <b>DO NOT MAKE DECISIONS</b> on their own
<input type="checkbox"/>	<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 or clinic manager</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"/>	Ensure that each vaccinator has received prophylaxis, a badge and a red vest. Vests and 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
<input type="checkbox"/>	Ensure that each dispensing workstation is physically set-up and ready for operation. <i>Established clinic layout must not be altered without the prior approval of the site</i>

	<i>director</i>
	<p>Vaccination Workstation Set-up</p> 
	<p>Vaccination Workstation Set-up for two vaccinators</p> 
<input type="checkbox"/>	Ensure that all vaccination staff members receive instruction regarding client information confidentiality
<input type="checkbox"/>	Ensure that all vaccination staff has been advised of appropriate personal protective equipment. And have received equipment and training if needed
<input type="checkbox"/>	Ensure vaccination staff has received just-in-time training, as appropriate, following: <ul style="list-style-type: none"> <li><input type="checkbox"/> • <i>Tarrant County Public Health Immunization Protocol</i></li> <li><input type="checkbox"/> • <i>Guidelines for Administration of Smallpox Vaccine (Vaccinia Virus) for Post-Exposure of Smallpox and Monkey pox.</i></li> </ul>
<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"/>	Review vaccine storage and handling instructions with staff before the beginning of each shift
<input type="checkbox"/>	Assist with administering prophylaxis vaccinations 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 clinic 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
	<b>End of shift</b>
<input type="checkbox"/>	Brief oncoming Lead Screener/Vaccinator Lead
<input type="checkbox"/>	Give end of shift report to Clinic Manager
<input type="checkbox"/>	Return your radio and /or walkie talkie to the Communications Manager, if appropriate
<input type="checkbox"/>	<b>Sign out at the Volunteer Check in Station.</b> <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 screening 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).