

SUPPLY COORDINATOR- *BLACK VEST*

Logistics Section

JOB DESCRIPTION: Supervise actions of inventory control staff and material handlers. Act in these positions as necessary. Oversee inventory control of received, distributed, and used, drugs and equipment

Position Assigned to: _____
Qualifications: Non-medical. Shipping / receiving, inventory control, warehouse management backgrounds
You report to: _____ (Logistics Manager)
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 ➤ black vest and ➤ prophylaxis vaccination/medication
	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"/>	You will report to your assigned area and receive just in time training and a briefing from the Logistics Manager or previous shift's Logistics 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 site security, medication storage, and clinic flow layout with Site Director. <i>The Site Director is the <u>only</u> person that has the authority to change any aspect of the pod site layout</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 are your staff: <ul style="list-style-type: none"> ➤ Inventory Control ➤ Material Handlers
*	Do not leave assigned area without authorization from your 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"> – You report ONLY to the Logistics Manager – 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) – 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>
<input type="checkbox"/>	Ensure your staff members have received prophylaxis, a badge and a black vest. Vests and badges will 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"/>	Assist with set up of the material management area
<input type="checkbox"/>	Perform visual inspections of equipment for safety
<input type="checkbox"/>	Remove equipment deemed defective, unsafe or in need of repair
<input type="checkbox"/>	Document inventory when equipment is dispensed or transferred
<input type="checkbox"/>	Report status of equipment levels as directed to Logistic Manager
<input type="checkbox"/>	Assist with the set up of the assigned secure area for placement of SNS asset
<input type="checkbox"/>	Review medication storage and handling instructions with appropriate staff before the beginning of each shift
<input type="checkbox"/>	Make sure POD kit has been retrieved and supplies distributed to workstations
	Clinic Set-up
<input type="checkbox"/>	Assist with set-up of clinic workstations and ensure that each clinic workstation is physically set-up and ready for operation. Station set up diagrams are located on job action sheets for those assigned areas. <i>Established clinic layout must not be altered without the prior approval of the site director</i>
<input type="checkbox"/>	Supply all stations with needed equipment, supplies, forms, etc
	Each <u>greeter/forms</u> workstation will have the following supplies: <ul style="list-style-type: none"> ➤ Table ➤ Chairs-one for the greeter/forms person ➤ Health Assessment/Consent for Prophylaxis Forms ➤ Ink pens ➤ Clipboards ➤ A red flag
	Each <u>medical screener/evaluator</u> workstation will have the following supplies: <ul style="list-style-type: none"> ➤ Table ➤ Chair-one for each screener ➤ Medication Information Sheets ➤ Screening Algorithm ➤ Pediatric dosage and administration sheets ➤ A red flag ➤ Ink pens
	Each <u>oral medication dispensing</u> workstation will have the following supplies: <ul style="list-style-type: none"> ➤ Table ➤ Chairs-one for the dispenser ➤ A red flag ➤ Medication ➤ Folder or box to store consent forms in ➤ Ink pens ➤ Small trash can
	Each <u>VACCINATION</u> workstation will have the following supplies: <ul style="list-style-type: none"> ➤ Table ➤ Chairs-one for the vaccinator and one for the client ➤ Sharps containers-one for each vaccinator. Vaccinators <i>will not</i> share sharps containers ➤ Alcohol/Alcohol Swabs ➤ Cotton Balls

	<ul style="list-style-type: none"> ➤ <i>Syringes with needles</i> ➤ <i>Bandages</i> ➤ <i>A red flag</i> ➤ <i>A cooler with ice packs to store vaccine</i> ➤ <i>Vaccine</i> ➤ <i>Folder or box to store consent forms in</i> ➤ <i>Ink pens</i> ➤ <i>Small trash can</i>
<input type="checkbox"/>	Oversee all clinic supply needs
<input type="checkbox"/>	An AED shall be issued to the Clinic Manager for placement in the first aid station the beginning of each shift and collected at the end of the shift
	SNS MANAGEMENT
<input type="checkbox"/>	POD inventory control role: <ul style="list-style-type: none"> ➤ Receive assets into inventory ➤ Decrement inventory when dispensed or transferred ➤ Report status of asset levels as directed
<input type="checkbox"/>	When the POD receives the SNS asset the medication must be inventoried and stored immediately in a secured area
<input type="checkbox"/>	Monitor the POD's SNS Medication inventory levels. Notify the Logistics manager when medication inventory levels reach the 50% level
<input type="checkbox"/>	Medication will be ordered by the Logistics Manager
<input type="checkbox"/>	Oversee redistribution / transshipment of Strategic National Stockpile assets as directed
	End of shift
<input type="checkbox"/>	Brief oncoming the Supply Coordinator that will be taking over your shift
<input type="checkbox"/>	Inform the Logistics Manager if there is no one to replace you at the end of your shift. Do not leave your area without notifying the Logistics Manager
<input type="checkbox"/>	Return your radio and /or walkie talkie to the Communications Manager
<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 screening area
<input type="checkbox"/>	Upon demobilization, recover all remaining Strategic National Stockpile assets and prepare for return as directed
<input type="checkbox"/>	Ensure that all records and reports are submitted to the Logistics 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).