



Job Action Sheet (JAS)

Clinic POD Supervisor

Direct Reports: Onsite Logistics Unit Leader, Clinic Safety/Patient Flow Unit Leader, Dispensing Unit Leader, Medical Support Unit Leader,

Purpose: Manage single POD operations including set-up, implementation and breakdown, this includes personnel and supplies. Responsible for meeting productivity and safety expectations.

Common Responsibilities

- Review organization chart.
- Obtain supplies and equipment required to perform duties.
- Assist in making adequate provisions for all section staff when necessary. Such provisions may include medical evaluation, treatment and monitoring, nutritional needs, psychological support, etc. and adherence to Union Contract issues.
- Observe all staff for signs of stress and fatigue and address any issues.
- Keep all staff alert to the need to identify and report all hazards and unsafe conditions.
- Ensure time and expenditures are coded properly.
- Facilitate debrief following incident to evaluate response and determine issues for After Action Report (AAR).

Specific Job Actions

- Understand general situation and details of assignment, resources and expectations for safety and productivity
- Understand POD support and coordination relationships
- Establish unit leader positions for each POD function as needed.
- Brief unit leaders and provide Just-in-Time Training (JITT); amend JAS as needed.
- Provide unit leaders with JITT resources for training their assigned staff/volunteers.
- Oversee timely setup or adjustment of POD layout and ensure:
 - Internal & external security measures are in place.
 - Materials, supplies, prophylaxis, or vaccine are on-site, or in transit.
 - Communication methods (internal & external) are working.
- Actively manage & lead operations to optimize productivity, continuously ensure unit leaders do the same for their assigned staff/volunteers & processes.
- Monitor the rate at which supplies are depleted, resupply in a manner that maintains operations & meets expectations.
- Monitor through-put times and adjust staffing to maintain operation & meet expectations.
- Assure appropriate implementation of protocols and policies.
- Determine staffing needs for POD and monitor/adjust accordingly throughout event
- Determine staff schedule to meet patient throughput and operational hours of POD.
- Coordinate with MRC and other agencies that may provide POD staff to fill scheduling needs.
- Ensure all clinic staff and volunteers receive adequate breaks
- Record and collect all staff/volunteer information and report accordingly



Job Action Sheet (JAS)

Clinic Records Staff

Reports to: Medical Support Unit Leader

Purpose: Collect and process all patient registrations and evaluation forms

Common Responsibilities:

- Ensure you have signed in at the staff/volunteer registration area and sign out at the end of your shift.
- Wear appropriate POD identification such as a badge and/or vest.
- Obtain supplies, equipment and Personal Protective Equipment (PPE) required to perform duties.
- Receive assignment, Job Action Sheet (JAS) for position and Just In Time Training (JITT) from Unit Leader.
- Obtain contact list for clinic personnel and map of clinic POD site.
- Report all hazards and unsafe conditions to Unit Leader.
- Maintain the privacy, confidentiality, and security of all clients and protected health information.
- Assist with set-up and tear down of POD site.
- Communicate with Unit Leader if any concerns or questions on job responsibilities.
- Provide regular updates/reports to Unit Leader.

Specific Job Actions:

- Familiarize self with all forms, materials, and POD flow.
- Ensure all required fields are completed on registration form by the patient and dispensers.
- Collect registration form and patient evaluation at the final station and direct client to exit.
- Alert Team Leader to difficult clients, as appropriate.
- Direct requests for additional resources to appropriate Runner.

Equipment/Supplies:

- Contact list for clinic personnel
- Map of clinic site
- JAS
- Badge
- Vest
- Personal Protective Equipment (PPE) per protocol
- Radio if assigned
- Other supplies that are needed will be available at assigned station



Job Action Sheet (JAS)

Clinic Staff Support

Reports to: Onsite Logistics Unit Leader

Purpose: Responsible for staff/volunteers sign-in/sign-out, food/beverage, and other human resource needs.

Common Responsibilities:

- Ensure you have signed in at the staff/volunteer registration area and sign out at the end of your shift.
- Wear appropriate POD identification such as a badge and/or vest.
- Obtain supplies, equipment and Personal Protective Equipment (PPE) required to perform duties.
- Receive assignment, Job Action Sheet (JAS) for position and Just-in-Time Training (JITT) from Unit Leader.
- Report all hazards and unsafe conditions to Unit Leader.
- Maintain the privacy, confidentiality, and security of all clients and protected health information.
- Assist with set-up and tear down of POD site.
- Communicate with Unit Leader if any concerns or questions on job responsibilities.
- Provide regular updates/reports to Unit Leader.

Specific Job Actions:

- Ensure sign in/sign out of all staff.
- Work with all Clinic Unit Leaders to ensure staff have necessary identification, vests, equipment,
- Assist Unit Leader with establishing and monitoring staff break area.
- Monitor staff for signs of stress or fatigue and alert appropriate Clinic Unit Leader.
- Collect vests, badges and any assigned equipment at the end of shifts.
- Administer and collect staff evaluation forms.
- Deliver messages and supplies to POD stations as directed.
- Work with Clinic Supply/Inventory Coordinator to restock POD station supplies as needed.
- Fulfill other staff needs as identified.
- If provided, ensure food and beverages are available to all staff at regular intervals.

Supplies/Forms

- Vests
- PPE per protocol
- Clinic layout map
- Supplies/forms list
- Org chart
- Staffing and Volunteer List



Job Action Sheet (JAS)

Clinic Supplies/Inventory Coordinator

Reports to: Onsite Logistics Unit Leader

Purpose: Assist POD dispensers/unit leaders with maintaining vaccine(s) and supplies at all POD stations.

Common Responsibilities:

- Ensure you have signed in at the staff/volunteer registration area and sign out at the end of your shift.
- Wear appropriate POD identification such as a badge and/or vest.
- Obtain supplies, equipment and Personal Protective Equipment (PPE) required to perform duties.
- Receive assignment, Job Action Sheet (JAS) for position and Just-in-Time Training (JITT) from Unit Leader.
- Review contact list for clinic personnel and map of clinic POD site.
- Report all hazards and unsafe conditions to Unit Leader.
- Maintain the privacy, confidentiality, and security of all clients and protected health information.
- Assist with set-up and tear down of POD site.
- Communicate with Unit Leader if any concerns or questions on job responsibilities.
- Provide regular updates/reports to Unit Leader.

Specific Job Actions:

- Assist with receipt and organization of supplies to set-up and operate the POD.
- Review the Vaccine Storage and Handling Protocol.
- Maintain and monitor proper receipt, storage and security of vaccines and document.
- Utilize inventory management system to track vaccines, including temperature logs, waste logs, and any associated documentation forms.
- Work with Dispensers to ensure proper Lot numbers match vaccines being dispensed.
- Monitor usage and provide regular reports to Unit Leader.
- Monitor supplies and provide regular reports to Unit Leader.

Supplies/Forms

- Vests
- PPE per protocol
- Clinic layout map
- Supplies/forms list
- Org chart
- Staffing and Volunteer List
- Other supplies that are needed will be available at assigned station



Job Action Sheet (JAS)

Dispenser (Vaccinator)

Reports to: Dispensing Unit Leader

Purpose: Administers vaccine to clients.

Common Responsibilities

- Ensure you have signed in at the staff/volunteer registration area and sign out at the end of your shift.
- Receive assignment, Job Action Sheet (JAS) for position and Just-in-Time Training (JITT) from Unit Leader.
- Review clinic POD organization chart.
- Obtain supplies, equipment and Personal Protective Equipment (PPE) required to perform duties.
- Identify and report all hazards and unsafe conditions to Unit Leader.
- Maintain the privacy, confidentiality, and security of all clients and protected health information.
- Assist with set-up and tear down of POD site.
- Communicate with Unit Leader if any concerns or questions on job responsibilities.

Specific Job Actions

- Set up station with appropriate forms, equipment, and supplies
- Review emergency protocol for adverse reactions.
- Review dispensing/vaccination protocol.
- Review client registration form
 - Verify OK to administer vaccine
 - Review any notes from medical evaluation
 - Ensure client has signed intake form
- Place labels on dispensed vaccine and form.
- Explain the dispensing procedure to the client.
- Administer vaccines to clients according to protocol.
- Ensure clients have vaccine information sheet(s).
- Direct requests for additional supplies to appropriate Unit Lead.
- Assess clients for immediate reactions and follow emergency protocol.
- Indicate to the Flow Monitors that you are ready for the next client.
- Maintain security and proper storage of vaccine.
- Provide regular reports to Unit Leader.

Equipment/Supplies:

- JAS
- Vests
- PPE per protocol
- Clinic layout map
- Supplies/forms list
- Org chart
- Staffing and Volunteer List
- Other supplies that are needed will be available at assigned station



Job Action Sheet (JAS)

Dispensing Unit Leader

Reports to: Clinic POD Supervisor

Direct Reports: Dispensers

Purpose: Oversees and ensures efficient and effective dispensing of prophylaxis and vaccine to the public

Common Responsibilities:

- Receive assignment, JAS for position and Just-in-Time Training (JITT) from Clinic POD Supervisor.
- Receive briefing on event
- Review POD organization chart.
- Obtain supplies and equipment required to perform duties.
- Communicate with leader if any concerns or questions on job responsibilities.
- Participate in hot wash or debrief following incident to evaluate response and determine issues for After Action Report (AAR).

Specific Job Actions:

- Provide JITT for Dispensers
- Advise Dispensers on Personal Protective Equipment (PPE) requirements, per protocol, as needed.
- Designate stations to Dispensers
- Oversee and trouble-shoot Dispenser issues.
- Ensure proper handling of vaccine.
- Ensure appropriate dispensing/vaccination to clients.
- Ensure proper completion and collection of all forms.
- Direct requests for additional resources to Clinic Supplies/Inventory Coordinator or Staff Support.
- Assist Dispensers with difficult clients, as appropriate.
- Monitor and respond to clients who may experience adverse reactions
- Provide regular reports to Clinic POD Supervisor.
- Provide documentation of issues.

Supplies/Forms

- JAS and JITT for Direct Reports
- Vests
- PPE per protocol
- Clinic layout map
- Supplies/forms list
- Org chart
- Staffing and Volunteer List

Job Action Sheet (JAS)



Flow Monitor

Reports to: Clinic Safety/Patient Flow Unit Leader

Purpose: Ensures efficient flow of clients throughout the clinic Point of Dispensing (POD).

Common Responsibilities:

- Ensure you have signed in at the staff/volunteer registration area and sign out at the end of your shift.
- Wear appropriate POD identification such as a badge and/or vest.
- Obtain supplies, equipment and Personal Protective Equipment (PPE) required to perform duties.
- Receive assignment, Job Action Sheet (JAS) for position and Just-in-Time Training (JITT) from Unit Leader.
- Review contact list for clinic personnel and map of clinic POD site.
- Report all hazards and unsafe conditions to Unit Leader.
- Maintain the privacy, confidentiality, and security of all clients and protected health information.
- Assist with set-up and tear down of POD site.
- Communicate with Unit Leader if any concerns or questions on job responsibilities.
- Provide regular updates/reports to Unit Leader.

Specific Job Actions:

- Direct clients to appropriate entrances/exits, stations and other personnel
- Monitor overall POD flow and report any issues to Unit Leader.
- Keep families together (families will go to each station as a group).
- Communicate with other stations and staff to effectively manage patient flow.

Supplies/Forms

- Vests
- PPE per protocol
- Clinic layout map
- Supplies/forms list
- Org chart
- Staffing and Volunteer List
- Other supplies that are needed will be available at assigned station



Job Action Sheet (JAS)

Greeter

Reports to: Onsite Logistics Unit Leader

Purpose: Greets clients upon their arrival at the POD and instructs them on steps of clinic POD flow; provides all intake forms

Common Responsibilities:

- Ensure you have signed in at the staff/volunteer registration area and sign out at the end of your shift.
- Wear appropriate POD identification such as a badge and/or vest.
- Obtain supplies, equipment and Personal Protective Equipment (PPE) required to perform duties.
- Receive assignment, Job Action Sheet (JAS) for position and Just-in-Time Training (JITT) from Unit Leader.
- Review contact list for clinic personnel and map of clinic POD site.
- Report all hazards and unsafe conditions to Unit Leader.
- Maintain the privacy, confidentiality, and security of all clients and protected health information.
- Assist with set-up and tear down of POD site.
- Communicate with Unit Leader if any concerns or questions on job responsibilities.
- Provide regular updates/reports to Unit Leader.

Specific Job Actions:

- Familiarize self with all forms, materials, and POD flow
- Greet clients as they enter the POD
- Identify non-English speakers and clients with special needs and alert interpreters to assist
- Provide clients with patient registration form and other required forms such as Notice of Privacy Practice
- Provide location of public restrooms
- Review patient registration forms for completeness
- Transfer vaccine record information from registration form to Vaccine Administered Record ½ sheet
- Collect all registration forms at exit table
- Ensure all forms are given to Onsite Logistics Unit Leader at conclusion of event.
- Alert Team Leader to difficult clients, as appropriate
- Direct requests for additional resources to appropriate Clinic Staff Support

Supplies/Forms

- Vests
- Clinic layout map
- Supplies/forms list
- Org chart
- Staffing and Volunteer List
- Other supplies that are needed will be available at assigned station



Job Action Sheet (JAS)

Medical Support Unit Leader

Reports to: Clinic POD Supervisor

Direct Reports: Screeners & Clinic Records Staff

Purpose: Ensure clients receive proper screening and medical evaluation per VFC and SRHD protocols

Common Responsibilities:

- Receive assignment, Job Action Sheet (JAS) for position and Just-in-Time Training (JITT) from Clinic Points of Dispensing (POD) Supervisor.
- Review clinic POD organization chart.
- Obtain supplies and equipment required to perform duties.
- Assign necessary positions to operate clinic POD
- Ensure all assigned personnel receive appropriate JAS and JITT, and sign in/out and receive adequate breaks.
- Observe all staff for signs of stress and fatigue and address any issues.
- Keep all staff alert to the need to identify and report all hazards and unsafe conditions.
- Maintain the privacy, confidentiality, and security of all clients and protected health information.
- Assist with set-up and tear down of POD site.
- Estimate future service and support requirements for POD operation.
- Communicate with leader if any concerns or questions on job responsibilities.
- Participate in hot wash or debrief following incident to evaluate response and determine issues for After Action Report (AAR).

Specific Job Actions:

- Provide JITT for Direct Reports
- Ensure standing orders for offsite vaccine clinics is reviewed
- Ensure all staff review immunization schedules
- Ensure availability and distribution of vaccination information sheets (VIS) to clients.
- Using screening protocol, ensure accurate screening of clients, prior to vaccination dispensing.
- Ensure appropriate medical evaluation of clients with potential contraindications to vaccine.
- Oversee and trouble-shoot Screeners and Clinic Records Staff.
- Make sure client paperwork process is completed.
- Direct requests for additional resources to On-Site Logistics Unit Leader.
- Provide regular reports to Clinic POD Supervisor.
- Provide documentation of any issues.

Supplies/Forms:

- JAS and JITT for Direct Reports
- Vests
- PPE per protocol
- Clinic layout map
- Supplies/forms list
- Org chart
- Staffing and Volunteer List



Job Action Sheet (JAS)

Onsite Logistics Unit Leader

Reports to: Clinic POD Supervisor

Direct Reports: Clinic Staff Support, Clinic Supplies/Inventory Coordinator, & Greeters

Purpose: Organize, direct and coordinate operations associated with acquiring and maintaining the facility, personnel and equipment to support Points of Dispensing (POD) functions.

Common Responsibilities:

- Receive assignment, JAS for position and Just-in-Time Training (JITT) from Clinic POD Supervisor.
- Review clinic POD organization chart.
- Obtain supplies and equipment required to perform duties.
- Assure all POD personnel sign in/out and receive adequate breaks.
- Ensure all assigned personnel receive appropriate JAS and JITT.
- Observe all staff for signs of stress and fatigue and address any issues.
- Keep all staff alert to the need to identify and report all hazards and unsafe conditions.
- Maintain the privacy, confidentiality, and security of all clients and protected health information.
- Assist with set-up and tear down of POD site.
- Communicate with leader if any concerns or questions on job responsibilities.
- Participate in debrief following incident to evaluate response and determine issues for After Action Report (AAR).

Specific Job Actions:

- Ensure adequate supplies and signage are available for POD operations
- Ensure unit leaders have a station and supply checklist for set-up
- Assure all intake forms are available as clients enter clinic
- Ensure any access and functional needs of clients are met
- Secure area for staff belongings and break room.
- Oversee and trouble-shoot any issues or questions relayed from direct reports
- Provide regular reports to Clinic POD Supervisor.

Supplies/Forms

- JAS and JITT for Direct Reports
- Vests
- PPE per protocol
- Clinic layout map
- Supplies/forms list
- Org chart
- Staffing and Volunteer List



Job Action Sheet (JAS)

Clinic Safety/Patient Flow Unit Leader

Reports to: Clinic POD Supervisor

Direct Reports: Flow Monitors/ Signage Coordinator

Purpose: Monitors clinic operations and advises the Clinic Points of Dispensing (POD) Supervisor in all matters relating to safety including health and safety of clinic personnel and clients. Assess and/or anticipate hazardous and unsafe situations. Ensures efficient patient flow throughout the clinic area utilizing Flow Monitors (if assigned).

Common Responsibilities:

- Receive assignment, JAS for position and Just-in-Time Training (JITT) from Clinic Points Of Dispensing (POD) Supervisor.
- Review clinic POD organization chart.
- Obtain supplies and equipment required to perform duties.
- Assure all assigned personnel sign in/out and receive adequate breaks.
- Ensure all assigned personnel receive appropriate JAS and JITT.
- Observe all staff for signs of stress and fatigue and address any issues.
- Keep all staff alert to the need to identify and report all hazards and unsafe conditions.
- Maintain the privacy, confidentiality, and security of all clients and protected health information.
- Assist with set-up and tear down of POD site.
- Estimate future service and support requirements for POD operation.
- Communicate with leader if any concerns or questions on job responsibilities.
- Participate in hot wash or debrief following incident to evaluate response and determine issues for After Action Report (AAR).

Specific Job Actions:

- Coordinate with facility contact for clinic safety and security issues.
- Coordinate with Clinic POD Supervisor prior to POD opening to determine best layout and flow.
- Monitor clinic stations and assign Flow Monitors as appropriate.
- Assist in the set-up and placement of stanchions, rope and other equipment.
- Continue to monitor flow during clinic hours and adjust flow accordingly.
- Ensure POD personnel use appropriate Personal Protective Equipment (PPE).
- Assure signage is correctly placed and moved as patient flow patterns are adjusted.
- Monitor behavior of staff/volunteers and clients.
- Assist with crowd control.
- Report security incidents and threats to Clinic POD Supervisor.
- Respond to and document incidents using SRHD Incident report form(s).
- Ensure proper disposal of hazardous waste materials.
- Provide regular reports to Clinic POD Supervisor.
- Coordinate with traffic control for directing outside clinic traffic, if necessary.
- Communicate and coordinate with Law Enforcement as necessary.

Supplies/Forms

- | | |
|----------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> JAS and JITT for Direct Reports | <input type="checkbox"/> Supplies/forms list |
| <input type="checkbox"/> Vests | <input type="checkbox"/> Org chart |
| <input type="checkbox"/> PPE per protocol | <input type="checkbox"/> Staffing and Volunteer List |
| <input type="checkbox"/> Clinic layout map | |



Job Action Sheet (JAS)

Screener

Reports to: Medical Support Unit Leader

Purpose: Conducts initial screening of client registration form and assesses for contraindications

Common Responsibilities:

- Ensure you have signed in at the staff/volunteer registration area and sign out at the end of your shift.
- Receive assignment, Job Action Sheet (JAS) for position and Just-in-Time Training (JITT) from Unit Leader.
- Wear appropriate Point of Dispensing (POD) identification such as a badge and/or vest.
- Review contact list for clinic personnel and map of clinic POD site.
- Report all hazards and unsafe conditions to Unit Leader.
- Assist with set-up and tear down of POD site.
- Communicate with Unit Leader if any concerns or questions on job responsibilities.
- Provide regular updates/reports to Unit Leader.

Specific Job Actions:

- Maintain the privacy, confidentiality, and security of all clients and protected health information.
- Review client registration form for completeness and errors.
- Reference age-appropriate immunization schedule to provide accurate vaccine recommendations
- Assess possible contraindications
- Input information into Immunization Information System (IIS) Registry or utilize WAIS and/or hard copy immunization records to determine recommended vaccines
- Copy any hard copy immunization records and attach to consent forms
- Review and Distribute the Vaccine Information Sheet(s).
- All paperwork must remain with client as he/she continues through the POD stations.
- Direct clients with questions to the Medical Support Unit Leader, as needed.
- Alert Team Leader to difficult clients, as appropriate.
- Direct requests for additional resources to appropriate Staff Support Volunteer.
- Provide regular reports to Team Leader.

Equipment/Supplies:

- JAS
- Vests
- PPE per protocol
- Clinic layout map
- Supplies/forms list
- Org chart
- Staffing and Volunteer List
- Other supplies that are needed will be available at assigned station



Job Action Sheet (JAS)

Signage Coordinator

Reports to: Clinic Safety/Patient Flow Unit Leader

Purpose: To coordinate internal & external signage for Clinic POD

Common Responsibilities:

- Ensure you have signed in at the staff/volunteer registration area and sign out at the end of your shift.
- Wear appropriate POD identification such as a badge and/or vest.
- Obtain supplies, equipment and Personal Protective Equipment (PPE) required to perform duties.
- Receive assignment, Job Action Sheet (JAS) for position and Just-in-Time Training (JITT) from Unit Leader.
- Obtain contact list for clinic personnel and map of clinic POD site.
- Report all hazards and unsafe conditions to Unit Leader.
- Maintain the privacy, confidentiality, and security of all clients and protected health information.
- Assist with set-up and tear down of POD site.
- Communicate with Unit Leader if any concerns or questions on job responsibilities.
- Provide regular updates/reports to Unit Leader.

Specific Job Actions:

- Obtain list of signs and map of sign placement.
- Post external signs to direct traffic to Clinic POD.
- Work with Facility contact to comply with Facility requirements for posting signs.
- Work with all Clinic Unit Leaders for proper placement of signs.
- Work with Unit Leader to obtain or make additional signs that are needed.
- Adjust signs during POD hours.
- Take down all signs at the conclusion of the POD.
- Ensure tape has been removed and signs are stored properly for future use.

Supplies/Forms

- Vests
- PPE per protocol
- Clinic layout map
- Supplies/forms list
- Org chart
- Staffing and Volunteer List



Job Action Sheet (JAS)

Operations Section

Translator

Reports to: Greeter Unit Leader

Work #:

Cell#:

Purpose: Assists non-English speaking clients with understanding information and process of POD. Translates information between POD staff & clients.

Common Responsibilities:

- Ensure you have signed in at the staff/volunteer registration area and sign out at the end of your shift.
- Wear appropriate POD identification such as a badge and/or vest.
- Obtain supplies, equipment and Personal Protective Equipment (PPE) required to perform duties.
- Receive assignment, Job Action Sheet (JAS) for position and Just In Time Training (JITT) from Unit Leader.
- Obtain contact list for clinic personnel and map of clinic POD site.
- Report all hazards and unsafe conditions to Unit Leader.
- Maintain the privacy, confidentiality, and security of all clients and protected health information.
- Assist with set-up and tear down of POD site.
- Communicate with Unit Leader if any concerns or questions on job responsibilities.
- Provide regular updates/reports to Unit Leader.

Specific Job Actions:

- Familiarize self with all forms, materials, and POD flow.
- Review Vaccine Information Sheet(s).
- Work with greeters and flow monitors to identify clients with language barriers
- Assist clients with filling out forms to the best of their ability.
- Assist clients in understanding health education materials and provide them with language appropriate materials.
- Perform translations between staff and clients at each station as necessary.
- Keep educational materials stocked and available.
- Accompany clients through POD, as necessary.

Equipment/Supplies:

- Contact list for clinic personnel
- Map of clinic site
- Language appropriate materials
- JAS
- Badge that identifies language spoken
- Vest
- Personal Protective Equipment (PPE) per protocol
- Radio if assigned
- Other supplies that are needed will be available at assigned station