

# Maricopa County Department of Public Health



## Dispensing Staff Sign-In Sheet and Job Action Sheets

Version 1 November, 2008

This is an operational document that falls under public health security of the National Security Act, U.S. Code 42 USC 300HH-12 and is distributed on a need to know only (NTKO) basis

## Job Action Sheets: Dispensing Supervisor and Dispensing Staff

### The Dispensing Supervisor

Respect for task assignment is crucial to the organization of the workflow. The ratio of supervisor to staff must be practically determined based on the size of the Push Partner organization. The Dispensing Supervisor acts as the primary contact for MCDPH and coordinates the overall Push Partner effort on site. The Dispensing Supervisor is responsible for:

- Familiarizing himself/herself with the Push Partner Manual.
- Completing and reviewing the **Dispensing Plan Template**.
- Assigning specific employees to function as the Dispensing Staff.
- Communicating details of the **Dispensing Plan Template** to the Dispensing Staff.
- Insuring that all dispensing procedures contained in the Push Partner Manual are followed accordingly.
- Receive MCDPH Push Partner training.
- Maintain and submit a **Staff Sign-in Sheet (Section 9.4.1)**.
- Completing and submitting all inventory forms and requirements
- Submitting all completed screening forms to the MCDPH

### The Dispensing Staff

The Dispensing Staff report directly to the Dispensing Supervisor.

The **Job Action Sheet (Section 9.4.2)** should be removed and copies made for each member of the Dispensing Staff. Each member of the Dispensing Staff will have a specific task at the dispensing site. The Dispensing Supervisor is responsible for designating all tasks prior to dispensing and supplying each member of the Dispensing Staff with a **Job Action Sheet**.

Positions provided a **Job Action Sheets** include:

- Dispensing Supervisor
- Operations Lead
- Screening
- Dispensing
- Designated Medical Counselor (*Medical Overview Dispensing Protocol only*)
- Logistics and Inventory Lead
- Facility Supervisor
- Security

The **Job Action Sheet** provides details on each task assignment. This will ensure that the Dispensing Staff are aware of all roles in the dispensing process.

## **JOB ACTION SHEET – PUSH PARTNER DISPENSING SUPERVISOR**

Supervisor Name:

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### **Become the organization's expert on the Push Partner program**

- Attend the Push Partner Training Class
- Complete the Push Partner Dispensing Plan Template

### **Identify a Dispensing Staff**

- Select individuals who live close to the dispensing site
- Select enough people to fulfill the following roles:
  - Operations Lead
  - Screener
  - Dispenser
  - Logistics and Inventory Lead
  - Designated Medical Counselor (*Medical Overview Dispensing Protocol only*)
  - Security
- Select enough people to staff multiple lines if it is warranted
- Try to select people who have demonstrated reliability in the past

### **Organize communications**

- Give MCDPH correct contact information and maintain it as necessary
- Maintain contact information for all employees
- Develop a calling tree that will be implemented in the case of an emergency

### **Working with your site Security, identify a dispensing site with the following attributes:**

- Security for the medications
- Ease of access for employees
- Ease of access for delivering medications
- Ability to control ingress/egress

### **Ensure that necessary materials to support the dispensing effort are available in the event of an emergency**

- Adequate tables and chairs
- Copies of screening forms, Drug Information Sheets, and Biological Agent Fact Sheets
- Graduated cylinders to measure water for pediatric suspensions
- Distilled water to reconstitute pediatric suspensions
- Pens, clipboards and a filing system for your completed forms

**Develop a process to ensure that all employees complete a Medical Overview Form or a Head of Household Form prior to an emergency if you choose to have forms completed prior to an emergency**

- Piggyback on existing new hire processes
- Explain the Push Partner Program to employees at that time

**Mobilize quickly in the event of an emergency**

- Call MCDPH and follow their instructions as soon as possible
- Activate your calling tree
- Go to your Dispensing Site
- Utilize Job Action Sheets to organize your team as they arrive
- Ensure all Dispensing Staff document their time on the **Staff Sign-in Sheet**

**Follow MCDPH dispensing procedures as outlined in the Push Partner Manual**

- Dispense medication utilizing either the State of Emergency Dispensing Protocol or the Medical Overview Dispensing Protocol as instructed by MCDPH at the emergency
- Dispensing Staff should receive medications first
- Ensure documentation of all medication receipts or transfers on the Inventory Form as they occur
- Ensure that each person receiving medication has been properly screened according to the correct protocol screening form (Head of Household or Medication Overview)
- Ensure that medication lot number tags are being recorded on the screening form
- Ensure each medication dispensed has a patient's name on it
- Ensure that pediatric suspensions are reconstituted correctly
- Coach staff on the importance of speed and accuracy
- Communicate with MCDPH as needed during the emergency, but minimally every 8 hours

**Complete the post-dispensing requirements**

- Call MCDPH to arrange retrieval of medications and forms
- Complete a Push Partner Final Summary Form and return to MCDPH
- Ensure that all completed Head of Household or Medical Overview Forms are returned to MCHPH
- Ensure that all unused medications are returned to MCDPH
- Ensure that the Inventory Form(s) and any SNS Order Form(s) are returned to MCDPH

## JOB ACTION SHEET – PUSH PARTNER DISPENSING STAFF

Staff Name:

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Position Assigned to (*check*):

Operations Lead     Screening     Dispensing

Designated Medical Counselor (*Medical Overview Dispensing Protocol only*)

Logistics/Inventory Lead     Facility Supervisor     Security

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### Screening

- Ensure that all individuals have a current screening form. If a screening form is not already on file, a form is completed at this time
- Answer any initial questions
- Provide screening by analyzing the Head of Household or Medical Overview Form for errors or omissions
- If all health questions are answered “no” on the screening form, select the drug of choice in the adult dosage and direct individual to an **express** dispenser
- Ensure anyone with allergy, age, or health condition concerns is screened according to the MCDPH protocols and the correct medication/dosage from the algorithm/pediatric dosing chart is indicated on the screening form. Everyone with children under 9 years old will need to go through Screening.

### Dispensing (express and non-express)

- Collect and secure the Head of Household Form or the Medical Overview Form
- Provide the appropriate antibiotic according to the Screener's choice
- For each patient, write the name of the person corresponding to the medication being dispensed on the bottle
- Tear off the lot number tag from the side of the SNS medication bottle and affix to the screening form corresponding to that person
- Provide accompanying Drug Information Sheets and event Biological Agent Fact Sheets
- Express dispensing only: Provide adult dose of primary medication to individuals that answered "no" to all screening questions

**Designated Medical Counselor (at Push Partner sites where medical personnel are available)**

- Understand the Medical Overview Dispensing Protocol
- Read and communicate appropriate medical counseling information as detailed on the Medical Counseling Job Aid
- Use the Counseling Aid to supplement the streamlined dispensing protocols

**Logistics/ Inventory Lead**

- Inform the Dispensing Supervisor of supply needs
- Make copies of documents as needed during dispensing
- Maintain all forms and SNS assets in a secure location
- Ensure the dispensing area has sufficient numbers of each medication

**Security**

- Use your on-site security as available
- Ensure only employees have access to the dispensing area
- Ensure SNS assets are secured
- Ensure site personnel are have sufficient security