

## **POSITION #26, TITLE: Escort**

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**Direct Supervisor: Patient Flow Supervisor**

**Mission: Transport disabled/special needs individuals around clinic (via wheelchair as needed); transport ill individuals from Triage to Medical Screening**

**Qualifications: Non-medical; able to stand and walk for extended periods. Assertive, calm and soothing manner.**

### **POSITION RESPONSIBILITIES**

#### **Initial Action/Planning Phase**

- Review your Position Checklist and check off tasks as they are completed.
- Sign In for EDS shift, obtain credentialing and put on ID badge.
- Attend overall staff briefing.
- Receive assignment-specific briefing from your supervisor.
- Familiarize self with clinic layout and process.
- Familiarize self with wheelchair functions and locations of handicapped accessible bathrooms and handicapped accessible exits

#### **Primary Responsibilities During Site Operation**

- SIGN IN FOR SHIFT
- Assist special needs clients in moving through each station of the dispensing process.
- Take ill persons (as directed by Triage) to the Medical Screening Station or to Transport area to await transport to a health care facility.
- Make sure potentially contagious persons you are transporting keep their mask in place
- Escort distressed, upset or anxious clients to mental health consultation area.
- Assure family units remain together and in appropriate lines
- Direct clients to the appropriate station as needed
- Brief incoming shift replacement
- SIGN OUT

#### **Deactivation Phase**

- Assist with the teardown and re-packing of the assigned area.
- Identify issues for After Action Report.
- Participate in de-briefing.