

POSITION #33, TITLE: DISPENSING STAFF

Direct Supervisor: Patient Care Supervisor

Mission: Provide Clients with prophylactic agents.

Qualifications: Licensed medical professional with legal authority to administer/deliver medications (Please note: Those with this authority may change in an emergency)

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- Provide credentials if this has not been previously done.
- 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.
- Review educational materials on medications, becoming familiar with appropriate administration techniques, contraindications, potential drug interactions, vaccine/medication side effects, and disease symptoms.
- Assist in setting up dispensing site area.
- Meet with lead Medical Screener.
- Familiarize self with clinic layout and process.
- Review emergencies orders and become familiar with placement of ER supplies.

Primary Responsibilities During Site Operation

- SIGN IN FOR SHIFT
- Identify recipients of medication.
- Review screening form to assure it is completed.
- Be prepared to treat emergency situations.
- Confer with Lead Medical Screener as needed.
- Provide appropriate environment to give necessary medication, assuring as much privacy as possible.
- Provide clients with needed prophylaxis.
- Assure follow-up is complete (dressing in the case of some immunizations/education).
- Complete and sign paperwork necessary.
- Direct clients to forms collection area.
- Brief incoming shift replacement
- SIGN OUT

Deactivation Phase

- Assist with the teardown and re-packing of the assigned area.
- Ensure that all collected paperwork associated with this area is turned in to administration.
- Identify issues for After Action Report.
- Participate in de-briefing.