

Duty Statements for Influenza Care Center Staff

Direct Care Providers

Physician, Physician Assistant and Nurse Practitioner: Provide clinical care based on clinical guidelines issued by Public Health Department and level of resources; keep medical records; admit/discharge patients; sign death certificates.

Nurses: Provide bedside care; execute clinician orders; supervise nurse aides; record important patient data; inform On-Site Supervisor regarding need for supplies and other resources; communicate with patients' families/contacts.

Nurse Aides/Orderlies: Follow nurses' orders; assist with moving and transporting patients; other duties as assigned.

Pharmacist/Pharmacy Technician: Fills medication orders; advises clinicians regarding medications; informs On-Site Supervisor of needed supplies.

Mental health Counselor: May be a psychiatric social worker, medical social worker, or other professional. Primary duty is to provide mental/emotional support to patients and staff.

Ancillary Health Professionals (Respiratory Therapists, Physical Therapists, Occupational Therapists, etc.): Execute clinician orders; support nursing staff.

Administrative Support Staff

On-Site Supervisor: Overall administrative responsibility, including directing all nonclinical functions and other personnel. Communicates through SEMS/Incident Command with Operations Section at Department Emergency Operations Center to provide information and request additional personnel and resources as indicated.

Clerical Support: Various duties including reception, admission/discharge census-tracking; general recordkeeping, including safeguarding patient records and other data.

Security Guards: If assigned to the perimeter, ensure access only to those authorized to enter facility; if assigned to the interior, protect personal property of patients/staff and assist as needed.

Translation/Bilingual Staff: Interpret information between staff and clients in the clients' languages.

Housekeeping/Janitorial Staff: Maintain environmental sanitation; assist with laundry, cleansing of surfaces and supplies, and inform On-Site Supervisor when supplies are needed.

Food Service Workers: Prepare, cook, deliver and/or assist with meal preparation and feeding. Handle kitchen cleanup chores.