

Just-in-Time Influenza Care Center Orientation

1. Influenza Care Center ***On-Site Supervisor*** validates identity of assigned person(s) and maintains list of current assignees at the ICC.
2. ICC ***licensed nurse*** provides personal protective equipment and demonstrates its proper use. Assignees may be redirected to another assignment if unable or unwilling to properly use personal protective equipment.
3. Assignees are shown by the ***On-Site Supervisor/Designee*** to their work stations; based upon assignment, assignees may have a tour of the ICC facility.
4. ***On-Site Supervisor or currently assigned staff person at each work station*** will provide more specific information regarding the particular assignment (e.g., a ***licensed nurse*** will make a “change-of-shift” report to a subsequent ***licensed nurse***).
5. Each assignee will be given information on chain of command and a method to inform through the chain of command.
6. Each assignee will be instructed on mandatory reports up the chain of command (e.g., personal exhaustion/inability to continue the assignment, possible death of a patient, emergency situations, etc).
7. Each assignee will have opportunities for meals, work breaks, communications with family, etc., to promote maximum well-being of assignees.
8. The ***physician/practitioner*** will determine if an assignee may be ill and in need of further attention or if there is a need to be reassigned/released from duty.

