

**JOB ACTION SHEET**  
**INFECTION CONTROL GROUP RESPONDER**

**Position title:** Infection Control Group Responder

**Job classification code required:**

**Required Job Skills:** Ideally Infection Control Professional or Infectious Disease Physician. If not available, then Operating Room Nurse Manager or Nursery Nurse Manager or Medical Epidemiologist or Occupational Health Nurse.

**Module:** Disease Containment Branch

**You report to:** Infection Control Group Supervisor

**You supervise (if activated):** N/A

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**Mission**

The Infection Control Responder will assist the Group Supervisor in conducting research, developing infection control recommendations and guidance, and preparing information for dissemination.

**Initial Actions**

- Sign-in to Staff Roster.
- Report to and receive assignment from your supervisor.
- Put on picture ID badge and vest (if provided).
- Read entire Job Action Sheet.
- Introduce self to all staff assigned to team.
- Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet.  
Clarify any questions or concerns with assigned supervisor prior to starting work.
- Familiarize self with the work station and resources including:
- Physical layout of the work space (e.g. emergency exits, bathrooms).
  - If assigned, check workstation phone and computer.
  - Obtain needed office supplies (paper, pens, etc.).
  - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
  - If assigned, check pager and cell phone.
- Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- Review message form instructions, if provided.

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**Specific Job Actions**

- Attend briefing with the Infection Control Group Supervisor.
- Review assignments.
- Obtain necessary equipment/supplies.
- Keep Supervisor informed of progress and any changes.
- Inform supervisor of problems with assignment and/or resources.
- Develop guidelines, recommendations, and/or educational materials as assigned.
- Research infection control recommendations as appropriate to the disease or the suspected disease.
- Assist with education or the preparation of educational material as needed.
- Other duties as assigned by the Infection Control Group Supervisor.

**Conclusion of Work Shift Actions**

- Complete all required forms, reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.
- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

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