

JOB ACTION SHEET ISOLATION & QUARANTINE FIELD TEAM LEADER

Position title: Isolation & Quarantine Field Team Leader

Job classification code required: Health workers with supervisory experience

Module: Disease Containment Branch

You report to: Case & Contact Management Unit Leader

You supervise (if activated): Isolation & Quarantine Field Team Clinical Staff Responder and Field Team Support Staff Responder

Mission

Supervise isolation and quarantine field team clinical and support staff responders and provide supports to ensure field visits are conducted in a reasonably safe and efficient manner. To organize and submit support service requests and resource requests to Case & Contact Management Unit Leader.

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.

Specific Job Actions

- Receive assignments from Case & Contact Management Unit Leader
- Based on the number of staff and skill available, determine the number of teams and the composition of the teams (ie, clinical staff responder only, support staff responder only, or combination of clinical and support staff responders)
- Meet with Isolation & Quarantine Field Team Responders
- Make assignments and distributes to clinical and support staff responders
- Assign backpacks with supplies, cell phones, city cars, etc. to Field Team Responders

- Monitor call-in requests from Field Team Responders and submit requests to Case & Contact Management Unit Leader for Law Enforcement, Care & Shelter, Mental Health, and/or Legal assistance
- Receive reports, if any, of changes in health or mental status from I & Q Field Team Clinical Staff Responder and/or Field Team Support Staff Responder, and notify Case and Contact Management Unit Leader
- Call 911 in case of changes in health and mental status, and notify Case and Contact Management Unit Leader
- Schedule staffing plan
- Submit staffing and resource needs, if any
- Receive monitoring logs and other clinical documents from clinical and support staff responders at the conclusion of their shifts, and make photocopies and submit copies to Case & Contact Management Unit Leader
- Keep and/or file original monitoring logs and clinical documents for next day's assignment

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.