JOB ACTION SHEET
HOME BASED I & Q TEAM LEADER

Position title: Home Based I & Q Team Leader
Job classification code required: Health worker with management and supervisory skills
Required Job Skills:
Module: Disease Containment Branch
You report to: Isolation & Quarantine Group Supervisor
You supervise (if activated): Case & Contact Management Unit Leader

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Mission

Implement isolation and quarantine strategies in the Home Based setting and coordinate with Non-Healthcare Facilities Based I & Q Team Leader to expedite transfer of cases and contacts; submit requests and referrals to support services such as Legal assistance, Law enforcement, Care and Shelter, and Mental Health to support isolation and quarantine.

Initial Actions

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- ❑ 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

- ❑ Determine Home Based I & Q objectives for the operational period
- ❑ Review and revise criteria as needed for home based isolation and quarantine
- ❑ Receive and review referrals from I & Q Group Supervisor
- ❑ Discuss referrals with Case & Contact Management Unit Leader
- ❑ Send referrals to Non-Healthcare Facilities Based Team Leader as indicated
- ❑ Send referrals for medical consultation to I & Q Group Supervisor as needed

- ❑ Receive post-exposure prophylaxis from I & Q Group Supervisor if available and distribute to Case & Contact Management Unit Leader
- ❑ Review requests for Law Enforcement, Care & Shelter, Mental Health, and Legal assistance
- ❑ Communicate with Law Enforcement liaison on requests and ensure fulfillment
- ❑ Communicate with Care & Shelter liaison on requests and ensure fulfillment
- ❑ Communicate with Mental Health liaison on requests and ensure fulfillment
- ❑ Communicate with Legal liaison on requests and ensure fulfillment
- ❑ Receive photocopies of monitoring logs and clinical documents from Case & Contact Management Unit Leader and submit to I & Q Group Supervisor
- ❑ Receive reports from I & Q Case and Contact Management Unit Leader, if any, of changes in health or mental status of I & Q Field Team Responders, and notify I & Q Group Supervisor accordingly
- ❑ Schedule status update meetings with Case & Contact Management Unit
- ❑ Submit requests for supplies and resources needs to I & Q Group Supervisor
- ❑ Submit reports to I & Q Group Supervisor as needed

Conclusion of Work Shift Actions

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- ❑ 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.