

JOB ACTION SHEET
CD INFO TREATMENT & PROPHYLAXIS GUIDANCE TEAM LEADER

Position title: CD Info Treatment & Prophylaxis Guidance Team Leader

Job classification code required: 2230, 2232

Required Job Skills: Knowledge of communicable diseases, medicine, pharmacology, ICS, role of SFDPH in an infectious disease emergency, writing skills, computer skills including knowledge of MS (office, explorer), Lotus Notes, and the internet

Module: Communicable Disease Information Branch

You report to: CD Info Content Creation Group Supervisor

You supervise (if activated): CD Info Treatment & Prophylaxis Team Member

Mission

The CD Info Treatment & Prophylaxis Guidance Team Leader will manage staff and coordinate activities to develop treatment and prophylaxis guidance and recommendations for clinicians and if needed for other audiences. This includes research of the medical literature, public health authority guidance, and other sources as appropriate, assessing possible consequences of recommendations, writing concise but thorough guidance documents and obtaining appropriate IDER approvals. The CD Info Treatment & Prophylaxis Guidance Team Leader will assign team responsibilities, will orient CD Info Treatment & Prophylaxis Guidance Team Members and will serve as a resource for all staff within the CD Info Treatment & Prophylaxis Team.

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.
- Review message form instructions, if provided.

Specific Job Actions

- Review IDER Incident Action Plan, CD Info Branch Incident Action Plan, operational period organization chart and roster of staff assigned to the CD Info Treatment & Prophylaxis Team; briefly assess staff skills;
- Be familiar with roles and responsibilities, team functions, Job Action Sheets, and report schedules of teams and staff assigned to the CD Info Treatment & Prophylaxis Team;

- Be familiar with the technology, equipment and resources needed for CD information content development (phone systems (e.g., STARS); computer programs (MS: word, excel, access, explorer, Adobe Acrobat, Lotus Notes); computer drives (e.g. IDER Emergency Drive); databases (e.g. CD Info Request Management Database), the internet including medical journal search programs and SFDPH websites;
- Be familiar with the CD Info Request Management Database for checking assignments and recording assignment fulfillment;
- Establish command for the CD Info Treatment & Prophylaxis Guidance Team;
- Brief staff assigned to the CD Info Treatment & Prophylaxis Guidance Team on:
 - Staff name and roles
 - Mission and goals of the CD Info Content Creation Group
 - Assignment of workspace
 - Important phone numbers
 - Equipment needed (phone, pen, paperwork, computers, programs (email, CD Info Request Management Database), bulletin board, fax, photocopy machine, 800 MHz radio)
- Distribute and/or review
 - Job Action Sheets
 - Information packets and guidance documents
- Assign responsibilities according to team objectives and plans;
- Delegate staff to perform any necessary tasks not specifically assigned on the job action sheets of other ICS team members;
- Establish team site and workstations;
- Request personnel, equipment and IT/IS support as needed to meet incident response needs;
- Ensure all CD Info Treatment & Prophylaxis Guidance Team members work together and coordinate well with other CD Info Content Creation Teams;
- Provide oversight and guidance to CD Info Treatment & Prophylaxis Guidance Team members (e.g., answer questions, address problems, make decisions per the Team operational objectives, and determine which problems, requests or questions need to be forwarded up the chain of command);
- Review assignments from Information Triage Group (requested content, intended audience, priority);
- Ensure that treatment and prophylaxis recommendation content assignments are fulfilled;
- Ensure that possible consequences of recommendations have been identified;
- Recognize and refer policy level decisions to IDER leaders;
- Review developed guidance content/documents;
- Ensure that content/documents are appropriately approved;
- If appropriate, provide content/documents to the Document Development Team for incorporation into larger documents;
 - Otherwise, ensure content is appropriately formatted and translated (via CD Info Content Creation Group Administrative Assistant if that position is activated)
- Ensure assignment fulfillment is accurately recorded in the CD Info Request Management Database (via CD Info Content Creation Group Admin Assistant if that position is activated);
- Attend Group meetings.
- Determine times for, convene and run CD Info Treatment & Prophylaxis Guidance Team meetings:

- Share information from Incident Commander, Operations Section Chief, CD Info Branch Director and/or CD Info Content Creation Group Supervisor;
- Obtain information for CD Info Treatment & Prophylaxis Guidance Team Situation Status Update;
- Review and/or refine CD Info Treatment & Prophylaxis Team Objectives and strategies (for next operational period);
- Prepare (or delegate preparation of) the CD Info Treatment & Prophylaxis Team Situation Status Update, CD Info Treatment & Prophylaxis Team Objectives form and CD Info Treatment & Prophylaxis Team Log;
- Approve CD Info Treatment & Prophylaxis Team Situation Status Update and ensure it is sent to Plans Situation Status Unit;
- Approve CD Info Treatment & Prophylaxis Team Objectives and ensure it is sent to Plans Situation Status Unit for incorporation into the next Operational Period's Incident Action Plan;
- Approve CD Info Treatment & Prophylaxis Team Log and ensure it is sent to Plans Situation Status Unit.

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.

JOB ACTION SHEET

CD INFO TREATMENT & PROPHYLAXIS GUIDANCE TEAM MEMBER

Position title: CD Info Treatment & Prophylaxis Guidance Team Member

Job classification code required: 2230, 2454, 2322, 2232

Required Job Skills: Knowledge of communicable diseases, medicine, pharmacology, ICS, role of SFDPH in an infectious disease emergency, writing skills, computer skills including knowledge of MS (office, explorer), Lotus Notes, and the internet

Module: Communicable Disease Treatment & Prophylaxis Guidance Team

You report to: CD Info Treatment & Prophylaxis Guidance Team Leader

You supervise (if activated):

Mission

The CD Info Treatment & Prophylaxis Guidance Team Member will develop treatment and prophylaxis guidance and recommendations for clinicians and if needed for other audiences. This work will include research of the medical literature, public health authority guidance, and other sources as appropriate, assessing possible consequences of recommendations, writing concise but thorough guidance documents and obtaining appropriate IDER approvals.

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.
- Review message form instructions, if provided.

Specific Job Actions

- Review IDER Incident Action Plan, CD Info Branch Incident Action Plan, operational period organization chart
- Be familiar with the technology, equipment and resources needed for CD information content development (phone systems (e.g., STARS); computer programs (MS: word, excel, access, explorer, Adobe Acrobat, Lotus Notes); computer drives (e.g. IDER Emergency Drive); databases (e.g. CD Info Request Management Database), the internet including medical journal search programs and SFDPH websites;
- Be familiar with the CD Info Request Management Database to check assignment status and record assignment fulfillment;

- Assist with activation of CD Info Treatment & Prophylaxis Guidance site and workstations;
- Review assignments from Information Triage Group (requested content, intended audience, priority);
- Create requested content;
 - Develop treatment and prophylaxis guidance;
 - Assess consequences of guidance
 - Recognize policy group level issues
 - Obtain appropriate approvals
- If requested provide content/documents to the Document Development Team;
- Record assignment fulfillment in the CD Info Request Management Database;
- Attend Team meetings.

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.