JOB ACTION SHEET
ISOLATION & QUARANTINE FACILITY CLINICAL TEAM
CLINICIAN RESPONDER

Position title: Isolation & Quarantine Facility Clinical Team Clinician Responder
Job classification code required:
Required Job Skills: Clinician with management or supervisory skills
Module: Disease Containment Branch
You report to: Facilities Based Isolation & Quarantine Team Leader
You supervise (if activated): Non-Healthcare Facilities I & Q Sub-Unit Leader (if this role is not activated, then the Clinical Staff Responder and Support Staff Responder)

Mission

Implement the operation of isolation and quarantine functions in the non-healthcare facilities setting. Coordinate with Facilities Management Unit to ensure the facilities are maintained and functional.

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

- ❑ Receive and discuss referrals with Non-Healthcare Facilities Based Team Leader
- ❑ Assign one (1) Non-Healthcare Facilities I & Q Sub-Unit Leader for every 4-6 operational Isolation or Quarantine Facilities
- ❑ Assign referrals to isolation or quarantine category (if the Non-Healthcare Facilities I & Q Sub-Unit Leader is not activated)

- ❑ Review with Non-Healthcare Facilities Clinical Staff Responders and Support Staff Responders on the protocols, procedures, guidelines, etc. (if the Non-Healthcare Facilities I & Q Sub-Unit Leader is not activated)
- ❑ Visit the Isolation and Quarantine Facilities and meet with Staff Responders as needed (if the Non-Healthcare Facilities I & Q Sub-Unit Leader is not activated)
- ❑ Schedule staffing plan (if the Non-Healthcare Facilities I & Q Sub-Unit Leader is not activated)
- ❑ Determine staffing needs based on the number of referrals received and the number of facilities available. Suggested staffing plan based on an 8 hours work shift –Clinical Staff Responder, 1 per 15-20 cases, or 25-30 contacts; Support Staff Responder, 1 per 15-20 contacts. This staffing plan should be re-evaluated daily.
- ❑ Submit staffing needs, if any
- ❑ Receive reports from Non-Healthcare Facility Sub-Unit Leader, if any, of changes in health or mental status of Non-Healthcare Facility I & Q responders, and notify Non-Healthcare Facilities Based I & Q Team Leader accordingly
- ❑ Call for help or 911 in case of changes in health and mental status, and notify Non-Healthcare Facilities Based I & Q Team Leader
- ❑ Coordinate transportation of clients from home to isolation or quarantine facilities as needed
- ❑ Notify the Non-Healthcare Facilities I & Q Sub-Unit Leader (or the appropriate Non-Healthcare Facilities Clinical Staff Responder or Support Staff Responder if the role is not activated) of impending transfer from home to the respective facility
- ❑ Receive the appropriate amount of post-exposure prophylaxis for the facilities if available and arrange transportation for drop off
- ❑ Receive and log in requests from the Non-Healthcare Facilities I & Q Sub-Unit Leader (or from the Non-Healthcare Facilities Clinical or Support Staff Responders)
- ❑ Submit referral requests to Non-Healthcare Facilities Based I & Q Team Leader for Law Enforcement, Care & Shelter, Mental Health, and/or Legal assistance
- ❑ Submit issues/problems encounter regarding the facilities to Non-Healthcare Facilities Based I & Q Team Leader that could not be resolved by the Facilities Management Unit Leader
- ❑ Receive fax copies of monitoring logs and clinical documents and submit to Non-Healthcare Facilities Based I & Q Team Leader
- ❑ Submit requests for supplies and resources needs to Non-Healthcare Facilities Based I & Q Team Leader
- ❑ Submit reports to Non-Healthcare Facilities Based I & Q Team Leader as needed

Conclusion of Work Shift Actions

- ❑ Complete all required forms, reports, and other documentation and give to Leader.
- ❑ 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.

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- ❑ 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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