

JOB ACTION SHEET
MASS PROPHYLAXIS GROUP SUPERVISOR

Position title: Mass Prophylaxis Group Supervisor

Job classification code required:

Required Job Skills:

Module: Disease Containment Branch

You report to: Disease Containment Branch Director,

You supervise (if activated): N/A

Mission

To manage, coordinate and direct activities such as POD setup and dispensing oversight, assigning, training, deploying and tracking staff, and distributing prophylaxis through push mechanisms to ensure the overall functioning of the Mass Prophylaxis Group. To assign responsibilities, orient staff, provide guidance, and serve as a resource for all staff within the group.

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

- Establish command for the mass prophylaxis response
- Ensure all group response elements work together
- Liaise with the Disease Containment Branch Director
- Assure coordination with other partners/agencies providing mass prophylaxis assistance
- Assess the extent of the emergency and the ability to respond
- Review and approve the Incident Action Plan (IAP)
- Define Mass Prophylaxis Group objectives in coordination with branch priorities and goals

- Determine strategy to accomplish objectives and design operational plans; prioritize and assign responsibilities accordingly; activate and deactivate parts of the group
- Coordinate POD, Push, and Staff Staging Area activities
- Coordinate distribution of prophylaxis to emergency responder agencies
- Communicate objectives and work strategies to the POD Area Managers and Push Distribution Manager
- Coordinate with Disease Containment Branch Director, POD Area Managers and Push Distribution Manager to allocate staffing and supplies appropriately; adjust staffing and supplies as necessary
- Coordinate staff training of those he/she supervises
- Coordinate with the Disease Containment Branch Director to supply any needed information or data on a regular basis to the Plans Section, and other sections of Command
- Monitor products (such as throughput estimates and wait times) and evaluate work processes of the Mass Prophylaxis Group; make modifications if necessary
- Field logistics requests from POD Area Managers and Push Distribution Manager, and pass them onto the appropriate personnel in the Logistics Section of the IDER Group
- Communicate with POD Area Managers and Push Distribution Manager as frequently as appropriate (determine information and feedback systems—frequency and method of communication)
- Communicate with other Group Supervisors on a regular basis
- Keep track of problems you had or unanticipated decisions you had to make, and how you resolved them on your Job Action Log.

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.