

## **JOB ACTION SHEET PUSH DISTRIBUTION MANAGER**

**Position title:** Push Distribution Manager

**Job classification code required:**

**Required Job Skills:**

**Module:** Disease Containment Branch

**You report to:** Mass Prophylaxis Group Supervisor

**You supervise (if activated):** N/A

---

---

### **Mission**

To coordinate and oversee all push distribution through large businesses, buildings, organizations serving people in their homes, city and county agencies, and other community organizations including delivery of medications, guidance to dispensing organizations, auditing of organizations to ensure compliance with dispensing protocols, and data collection. To 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**

- Coordinate push distribution activities
- Communicate objectives and work strategies to the Push Distribution Support Personnel
- Coordinate with the Mass Prophylaxis Group Supervisor to supply any needed information or data on a regular basis to the Disease Containment Branch Director, and higher levels of Command
- Monitor products (such as measures of adherence to protocols and doses dispensed) and evaluate work processes of push distribution; change if necessary

- Field logistics requests from push partner organizations and Push Distribution Support Personnel, and pass them onto the Mass Prophylaxis Group Supervisor as necessary
- Communicate with push partner organizations and Push Distribution Support Personnel as frequently as appropriate (determine information and feedback systems—frequency and method of communication)
- Coordinate with DPW dispatcher to determine route of pharmaceutical deliveries to push partners and estimate times of delivery; communicate estimated delivery times to appropriate push partners
- With the assistance of Push Distribution Support Personnel, compile data as to the numbers being served by the push partners (individually and overall), and the distribution of the type (if more than one type) of prophylaxis being dispensed
- Audit push organizations' dispensing procedures to ensure adherence to dispensing protocols laid out by SFDPH
- 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.

DRAFT