

JOB ACTION SHEET
CD INFORMATION CONTENT CREATION GROUP SUPERVISOR

Position title: Communicable Disease Information Content Creation Group Supervisor

Job classification code required: 2589, 2591, 2230, 2232

Required Job Skills: Knowledge of communicable diseases, ICS, role of SFDPH in an infectious disease emergency, supervisory experience, communication skills, computer skills including knowledge of MS (office, explorer), Lotus Notes

Module: Communicable Disease Information Branch

You report to: CD Info Branch Director

You supervise (if activated): CD Info Content Creation Unit Leaders, CD Info Content Creation Assistant

Mission

The CD Info Content Creation Group Supervisor will manage CD experts and coordinate activities to obtain, develop and interpret SF specific guidance for clinicians including treatment and prophylaxis recommendations and to develop other CD information guidance as needed for a variety of audiences including clinicians, IDER responders, emergency responders and the public. The CD Info Content Creation Group Supervisor will assign group responsibilities, will orient CD Info Content Creation Unit Leaders and will serve as a resource for all staff within the CD Info Content Creation 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.
- 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 Content Creation Group; briefly assess staff skills;
- Be familiar with roles and responsibilities, unit functions, Job Action Sheets, and report schedules of units and staff assigned to the CD Info Content Creation Group

- Be familiar with the technology, equipment and resources needed for CD info content creation activities (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 technology and instruments needed for content creation and interpretation functions (phones, STARRS system, computer, IDER emergency drive, MSWord, Adobe Acrobat, internet, med-line search, CD Info Request Management Database);
- Be familiar with the CD Info Request Triage Categorization system;
- Be familiar with developed, approved & disseminated CD Info Content;
- Establish and maintain command for the CD information Content Creation response;
- Brief staff assigned to the CD Info Content Creation Group on:
 - Staff name and roles
 - Mission and goals of the CD Info Group
 - Assignment of workspace
 - Important phone numbers
 - Equipment needed (phone, pen, paperwork, computer, 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 group and unit objectives and plans;
- Delegate staff to perform any necessary tasks not specifically assigned on the job action sheets of other ICS team members;
- Establish activated units, sites and workstations;
- Request personnel, equipment and IT/IS support as needed to meet incident response needs;
- Ensure all CD Info Content group members work together and coordinate well with other CD Info Branch Groups;
- Provide oversight and guidance to CD Info Content Creation Group members (e.g., answer questions, address problems, make decisions per the Group operational objectives, and determine which problems, requests or questions need to be forwarded up the chain of command);
- Review prioritization, assignments and status of fulfillment of CD information requests;
- Ensure content creation assignments are completed;
- Review developed CD information content;
- Ensure appropriate approvals are obtained;
- Ensure (via Assistant if available) approved documents are appropriately formatted for dissemination.
- Ensure (via Assistant if available) approved and formatted documents are sent to CD Info Dissemination Group for external dissemination and sent to Plans Documentation Unit for internal dissemination and storage.
- Ensure (via Assistant if available) status of document fulfillment is accurately recorded in the CD Info Request Management Database;
- Attend Branch meetings.
- Determine times for, convene and run CD Info Content Creation Group meetings:
 - Share information from Incident Commander, Operations Section Chief and/or CD Info Branch Director;

- Obtain information for CD Info Content Creation Group Situation Status Update;
- Review and/or refine CD Info Content Creation Group Objectives and strategies (for next operational period);
- Prepare (or delegate preparation of) the CD Info Content Creation Group Situation Status Update, CD Info Content Creation Group Objectives form and CD Info Content Creation Group Log;
- Approve CD Info Content Creation Group Situation Status Update and ensure it is sent to Plans Situation Status Unit;
- Approve CD Info Content Creation Group 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 Content Creation Group 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.

D R A F T

JOB ACTION SHEET
CD INFORMATION CONTENT CREATION GROUP ASSISTANT

Position title: Communicable Disease Information Content Creation Group Assistant

Job classification code required: 1446, 1426, 1424

Required Job Skills: Computer skills including knowledge of MS (word, excel, access, explorer), Adobe Acrobat, Lotus Notes, and the internet, ability to use standard office equipment (e.g., phones, photocopier, fax machine)

Module: Communicable Disease Information Content Creation Group

You report to: CD Info Content Creation Group Supervisor

You supervise (if activated):

Mission

The CD Information Content Creation Group Assistant will format documents, distribute approved and formatted documents to designated IDER modules, update the CD Info Request Management Database, assist in the production of the CD Info Content Creation Group Situation Status Updates, and perform other administrative duties including documenting actions, note-taking at meetings, copying, and other duties as assigned.

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 and the operational period organization chart;
- Be familiar with the technology, equipment and resources needed for CD info content creation activities (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 Triage Categorization system
- Be familiar with developed, approved & disseminated CD Info Content;

- Be familiar with the formatting required for various document/content dissemination methods;
- Monitor the CD Info Request Management Database for new assignments;
- Keep the CD Info Content Creation Group Supervisor informed of the Group workload;
- As requested, format approved documents for dissemination;
- As requested, ensure content is translated;
- Send approved and formatted documents to CD Info Dissemination Group for external dissemination;
- Send approved and formatted documents to Plans Documentation Unit for internal dissemination and storage;
- Update the CD Info Request Management Database;
- Arrange time, location, and take notes for meetings as requested;
- Prepare agendas for meetings
- Attend CD Info Content Creation Group meetings (and others as needed);
- Copy and distribute approved notes from meetings;
- Take messages whether written or in any other form and deliver them;
- Ensure that the CD Info Content Creation Group has enough office supplies to fulfill duties;
- Prepare the CD Info Content Creation Group Situation Status Report, get final approval, and forward to the Plans Section Situation Status Unit;
- Prepare the CD Info Content Creation Group Incident Objectives, get final approval, and submit to the Plans Section Situation Status Unit for incorporation into the incident action planning process;
- Prepare the CD Info Content Creation Group Log, get final approval, and submit to the Plans Section Situation Status Unit;
- Perform other duties as assigned, including Xeroxing, faxing, document preparation, organizing office supplies and preparing requests for additional resources.

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.