

JOB ACTION SHEET
POD ASSISTANT OPERATIONS CHIEF

Position title: POD Assistant Operations Chief

Job classification code required:

Required Job Skills:

Module: Disease Containment Branch

You report to: POD Manager

You supervise (if activated): N/A

Mission

To oversee all aspects of POD operations including patient flow, screening, dispensing, pharmacy, mental health, data collection, and patient information and education.

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

- Convene staff assigned to your areas, brief on procedures and protocol
- Familiarize self with all areas in clinic
- Oversee and coordinate operations activities in the POD
- Assist with communicating objectives and work strategies to the In/Out/Flow Lead, the Medical Lead, the Pharmacy/Drug Preparation Lead, the Mental Health Lead (if present), the Data Collection Lead, and the Public Information/Education Lead (Operations Area Leads)
- Coordinate with the POD Manager to supply any needed information or data on a regular basis to the POD Area Manager, and higher levels of Command
- Monitor products (such as throughput estimates and wait times) and help evaluate work processes of the POD; assist with changes if necessary

- Field logistics requests from the Operations Area Leads, and pass them onto the Logistics Chief as necessary
- Communicate with other members of the POD Command Team as frequently as appropriate (help determine information and feedback systems—frequency and method of communication)

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.

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